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SOUTHERN ILLINOIS STATE NORMAL UNIVERSITY

OF THE PRESIDENT

July 26, 1945

To Heads of Organizational Units:

The application forms for general student employment may now be secured at the Dean of Men's Office. In order that student employment for July may be cleared before both faculty members and students leave the campus, these forms should be obtained, filled out, and returned to that office TODAY if at all possible. Likewise, it will be necessary for faculty supervisors to turn in before the end of the term student help time sheets covering services rendered by students during July. Time sheets for students whose names appear for the first time on the payroll this summer must be accompanied by PR-2 forms and tax exemption forms, which may be obtained at the Business Office.

We regret to have to ask for such speed in this matter, but we are told by the Business Manager's Office that this will be necessary in order to avoid a full month's delay in paying these students.

It is suggested that the applications be made out for July and August only as it is hoped that by the first of September a work classification system will have been worked out.

Chester F. Lay

Number 1

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Mrs. Matthes is also taking a sabbatical leave for a portion of this school year and will study at the Juilliard Conservatory of Music.

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SOUTHERN ILLINOIS STATE NORMAL UNIVERSITY

FICE OF THE PRESIDENT

Aug. 6, 1945

Number 1

o Representatives of all Departments Concerned
ith Science, Vocations, and Educational Methods:

Southern is being honored by the U. S. Army Air Forces
y having a demonstration in the Old Science Building this afternoon from one to three o'clock. This demonstration comes directly
rom the University of Illinois and goes directly to Indiana
niversity. It is intended to demonstrate the new methods of
isual education used by the Army and includes special illustrations of the Mock-Up method and equipment. An explanation of
ow such equipment may be secured from the U. S. Government
ill also be given.

I join with the Army in giving you a special invitation
nd request to attend.

Cordially,

Chester A. Fox

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FACULTY BULLETIN
Office of the President

Volume X Number 1

September 11, 1944

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Meetings

The Council of Administration will not have its regular meeting this week.

The regular monthly Faculty Meeting will be held Monday, September 18, at four o'clock in the Little Theatre. Presumably, the Home Economics Department will be host at the faculty tea immediately preceding the meeting.

The Council of Administration will not appear at the All-Freshmen Assembly on Tuesday evening at 7:00 p.m. as scheduled in the Freshman Handbook.

Conservation of Paper

We have been requested by the Division of Printing to conserve paper stock of all types. Mr. Blazer, Superintendent of Printing, reports that it is becoming increasingly difficult to obtain paper supplies, and that consequently it will be necessary to use as economically as possibly the paper articles now on hand. We shall appreciate your cooperation in observing this request.

Sabbatical Leaves

Mrs. Muzzey, of the Women's Physical Education Department, is taking a sabbatical leave until June, 1945, and is attending school at Columbia University.

Mrs. Matthes is also taking a sabbatical leave for a portion of this school year and will study at the Juilliard Conservatory of Music.

New Faculty Members

We are pleased to welcome four new faculty members to our campus. Miss Zita Spradling will have charge of the girls' physical education classes in University High School. Miss Helen Starck joins the University High School staff as a Home Economics teacher. Miss Jean Stehr has been employed as an instructor in the Women's Physical Education Department of the college. Mr. Harves C. Rahe will serve as an instructor in the Commerce Department.

Miss Lulu Clark, who has been on emerita status, is returning to the Allyn Training School to teach the First Grade. We are very glad that Miss Clark can render her services to meet this emergency.

Mr. Delmar Olson, who was formerly a member of the Industrial Arts Department, is returning to assume similar duties on September 22. Mr. Olson has been employed with the Douglas Aircraft Company in Omaha, Nebraska.

We sincerely hope that these persons will enjoy their work as members of our faculty, and we should like to take this opportunity to offer them our best wishes and assurance of cooperation.

Faculty News

Mrs. Mabel Howell, Head of the Accounting Department, will assist Miss Barber as Resident Head of Anthony Hall during the coming year.

Mr. Allen Bone, who has been a member of our Music Department, will be teaching at Duke University during the coming school year in the Department of Esthetics, Fine Arts, and Music.

Danforth Foundation Fellowship

Miss Dorothy Bear has been sent to Southern Illinois Normal University on fellowship status by the Danforth Foundation. Miss Bear will be working with religious education activities in connection with the Student Christian Foundation. We are pleased to have Miss Bear with us.

Academic Loads

The normal load for a student is sixteen quarter hours with a maximum of eighteen. A student with a 4.25 average the preceding term may take up to twenty hours. A student with a 4.5 average the preceding term may take additional hours. Students with a 2.75 or lower average may take a maximum of fourteen hours.

Class Enrollments

Heads of Departments are requested to report to the President's Office not later than 4:30 p.m. Tuesday on the number of classes which have less than five students enrolled. We shall likewise appreciate having a similar report on the number of classes that have more than thirty students enrolled.

It is with extreme regret that we report the death of Miss Aileen Carpenter, who was formerly an instructor in the Women's Physical Education Department. Miss Carpenter was very well-liked by both students and faculty members, and we are indeed sorry to learn of her passing.

Meeting

The Athletic Committee will hold a meeting on Wednesday, September 13 at 4:00 p.m., in Room 208 of the Main Building.

Freshman Examinations

Psychological examinations, which are a part of the Freshman orientation course, will be administered in Shryock Auditorium, Wednesday, September 20, to all Freshmen students of S.I.N.U. Tests will be given in two sessions, from 8 to 12 in the morning, and from 1 to 4 in the afternoon. All Freshmen students, regardless of previous examinations taken in high schools, are required to take the examination at this time. Freshmen will be excused from regularly scheduled classes on Wednesday to take these tests.

New Location of Purchasing Department

The Business Office announces the new location of the Purchasing Department, which is under the direction of Miss Connie Beach. Miss Beach and her staff are now located in the north room on the second floor of Shryock Auditorium.

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

September 18, 1944

Volume X Number 2

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Meetings

The regular monthly Faculty Meeting will be held today at four o'clock in the Little Theatre. This month the Home Economics Department will be host at the faculty tea immediately preceding the meeting.

Council of Administration will meet ~~Wednesday~~ Tues. at 3 p.m.

Fall Term enrollment had reached 831 by Saturday, September 16.

Magazines for Red Cross

Mr. Ragsdale is resuming the plan of sending magazines to Miss Baker for the Red Cross Centers. Will faculty members who have magazines to contribute leave them in Room 212, Main Building? Only recent magazines are wanted.

Veterans' Service

Mr. Young attended a meeting at the Hotel Morrison in Chicago on September 11 at which time Mr. Hostetler, of the Veterans' Administration, discussed the G. I. Bill of Rights as it affects education. Representatives of more than twenty Illinois colleges were present.

Faculty Bulletin Deadline

In order to expedite the release of the Faculty Bulletin on Monday of each week, we are suggesting that announcements and other copy be submitted by 10 a.m. on Saturday. Faculty members are urged to report any news items of general interest. It is hoped that a thorough coverage of all departmental activities can be maintained, and to this purpose we suggest that department heads assume responsibility for providing us with department notes and announcements each week.

Consultants to Visit Campus

The Commission to Survey Higher Educational Facilities in Illinois is sending Dr. Samuel Brownell and Dr. Clyde M. Hill to visit Southern Illinois Normal University on Wednesday, September 20. Dr. Brownell and Dr. Hill are consultants to the Commission and are on the staff of Yale University. Their time on the campus will be limited, but they will no doubt wish to see as much of the school as possible.

Plans for New Library

Mr. Bosley requests the division chairmen to be responsible for calling a meeting of the department heads in his division for the purpose of deciding upon the number and types of special reading rooms that should be provided in the new library building.

He suggests that as a preliminary step it may be well for the chairman and the department heads of each division to meet with him to review the building plans in their present stage and to see sample sketches.

Tentative recommendations from the six divisions will be needed by Mr. Bosley within the next two weeks.

Requisition for Subscriptions

The Business Office is ready to submit the annual requisition for subscriptions, information services and association dues. Our regular subscriptions consist of the following:

1. American Council on Education.
2. North Central Association of Colleges and Secondary Schools.
3. Central Association of University and College Business.
4. American Association of Collegiate Registrars.
5. Illinois Teachers Placement Association.
6. United States Association of Schools and College Placement.
7. National Association of Public School Business Officials.
8. Academy of Political Science.
9. Educational Buyers' Association.
10. American Association of Teacher's Colleges.
11. Museum of Modern Art.
12. Coordinators Corporation of Interpreters of Government Regulations.
13. Illinois Restaurant Association.

If any department head desires to submit additional subscriptions other than those listed above for Association dues, your requisition should be turned in immediately. <u>There will be only one requisition for Association dues and it is due now.</u>

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

September 25, 1944

Volume X Number 3

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Meetings

The Council of Administration will meet Tuesday, September 26, at 3:00 p.m. in the President's Office.

Faculty News

Mr. Miles and Mr. Merwin attended a budget meeting in Springfield this weekend. The tentative budget for the next biennium was presented at this meeting.

Recent visitors to the campus have included several faculty members now serving in the Armed Forces. We have been glad to see again Pvt. Jean Fligor, Lt. Rockwell McCreight, and Captain Fred R. Cagle.

Auditorium Schedule

The auditorium is used on Tuesday nights for band rehearsals and on Thursday nights for orchestra rehearsals. If it becomes necessary for other organizations on the campus to use the auditorium on these nights, we shall need to have sufficient notice in this office so that Mr. McIntosh and Mr. Van Cleave can make other arrangements. All arrangements for the use of the auditorium at any time should be cleared through the President's Office.

Urgent

A temporary committee, headed by Mr. Barton, is preparing some material requested by Mr. Hill and Mr. Brownell, Consultants for the Commission to Survey Higher Education Facilities. In order to provide evidence of the need for development in the College of Liberal Arts and Sciences, they would like to have some information from the heads of departments as to the number of graduates who have gone into professions other than teaching during the past ten years. They are also interested in having statements from heads of departments in regard to the adequacies and inadequacies of personnel, equipment, etc. now existing in each department.

Will the department heads please see that Mr. Barton receives the foregoing information by noon on Wednesday of this week.

Travel Statements

The Purchasing Division of the Business Office, which is now located on the 2nd floor, north auditorium, is responsible for the preparation of travel statements. It is therefore requested that Faculty Members submitting travel statements for expenses charged to the State Budget bring them directly to the Purchasing Office.

Often times it is difficult for the office to ascertain the internal budget against which certain travel statements should be charged. If the faculty members will bring their statements directly to the Purchasing Office they can be scrutinized when they are submitted and any corrections or necessary information supplied at that time. This will avoid the necessity of having to send the statements back and forth to departments to secure proper approval, purpose of trip, etc.

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X October 2, 1944 Number 4

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Meetings

The Council of Administration will not meet this week.

The regular monthly Faculty Meeting will be postponed until a later date.

The Southern Illinois Schoolmasters' Club will hold a meeting on this campus Tuesday afternoon and evening, October 3. Faculty members are invited to attend.

Faculty Recognition

Dr. Hillebrand, Head of the English Department at the University of Illinois, has asked Miss Wells to submit suggestions in regard to the training of English teachers. The English Department of the University of Illinois is conducting a study on teacher training in the field of English, and Miss Wells is one of the fifty teachers throughout the State who has been selected to assist with this work.

Faculty News

Mr. Hal Hall attended a conference on vocational education at the University of Illinois on September 29.

Mr. John W. Allen presented a speech at the Teachers' Institute in McLeansboro on September 29.

Fire Prevention Week

Governor Green has proclaimed October 8 to 14, 1944 as Fire Prevention Week. Wherever it is feasible to do so, the observance of Fire Prevention Week should be brought to the attention of the students.

Tilden Collection

The Tilden Collection of Lincolnia has been given to Southern Illinois Normal University, and will be installed in Room 206 of Old Main Building. This is one of the few outstanding Lincoln libraries in the United States and is a memorable addition to our facilities. Mr. Lentz, Mr. Wright, Mr. Pardee, and Mr. Beyer left for Danville, Illinois, Thursday to prepare the books for removal to Carbondale. As soon as the collection is available for display and use, an announcement will be made in this bulletin.

Important

The faculty record forms which are being prepared for the North Central Association are due in the President's Office today, Monday, October 2. If you did not receive one of these blanks for completion, we shall appreciate your calling our attention to the oversight and the form will be provided.

Faculty Book Club, 1944-45

There are still a number of vacancies in the Faculty Book Club for this year. Anyone who desires to join may do so by sending the membership fee of $3.00 to Charles D. Tenney within the next few days.

The club will probably start a week or two later than usual because of the difficulty this year of getting prompt delivery on books from the fall lists.

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X October 9, 1944 Number 5

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Meetings

The Council of Administration will meet Tuesday afternoon at three o'clock in the President's Office.

News Notes

Mr. Lentz is attending the Baptist State Convention in Peoria, October 9 and 10, and will appear as a speaker on the program there.

Miss Babcock was in Chicago October 4 and 5 to attend a meeting of the National Safety Council.

Winter Term Schedule

Will Heads of Departments please call at the Office and fill out the schedule for the Winter Term within the next week?

Sometime before the close of the Fall Term, Heads of Departments should fill out the schedule of classes for the remainder of this year and all of next year. Most of the regular courses should be placed in the hours that they will eventually be taught and not changed later. The Council of Administration approved the recommendation of the Professional Studies Group that the schedule be made out a year in advance, and that most departmental offerings be given the same period every year in order that a student may plan his schedule in advance. As a result of this request, we are planning to print the entire schedule for next year in the annual catalog which will go to press around the first of the year.

Registrar's Office

Off-Campus Leave

Cards for off-campus leave or change of class schedule to accomodate absence or illness should be filled out by faculty members in the President's Office. We shall appreciate having these cards prepared as soon as possible whenever faculty members have occasion to be away from the campus.

Entertainment Season

The Cooperative Concert season opens October 16 with the Don Cossack Chorus as the first number. Subsequent presentations during the year will include the following: Helen Howe, Dramatist, on January 15; Robert Weede, Baritone, on February 14; and Zino Franeescatti, Violinist, on April 16.

National War Chest Campaign Begins

Mr. Elmer Teugel, who has charge of the War Chest Campaign for Carbondale, has suggested that contributions be handled by campus solicitations as in previous years. In this way the college is credited with the total contributions of the various faculty members.

Details of the campus drive will be given in the next Bulletin.

Assembly Program

In order that the Students may have an opportunity to hear a lecture by Mrs. Julia Bock Harwood, noted traveller and lecturer, the Entertainment Committee has arranged for her appearance at a special assembly meeting on Monday, Cotober 16 at 10 A. M. Faculty members should arrange their third hour class schedules to accomodate this extra session.

Fall Term

AUDITORIUM SCHEDULE

The following events have been scheduled for the Auditorium during the Fall Term:

Date	Organization	Time
Friday, Oct. 6	Play Practice, Little Theatre	7:00 p.m.
Wednesday, Oct. 11	Play Practice, Little Theatre	7:00 p.m.
Friday, Oct. 13	Play Practice, Little Theatre	7:00 p.m.
Monday, Oct. 16	Coop. Concert, Don Cossacks Chorus	8:00 p.m.
Monday, Oct. 23	Freshman Meeting	7:00 p.m.
Wednesday, Oct. 25	Play Practice, Little Theatre	6:45 p.m.
Friday, Oct. 27	Presentation of Homecoming Play	8:00 p.m.
Monday, Oct. 30	Play Practice, U. High Little Theatre	4-7 p.m.
Tuesday, Oct. 31	U. High Little Theatre Practice	4-7 p.m.
Wednesday, Nov. 1	U. High Little Theatre Practice	4-7 p.m.
Thursday, Nov. 2	U. High Little Theatre Practice	4-7 p.m.
Friday, Nov. 3	Practice and Presentation of U. High Homecoming Play	4- all evening
Saturday, Nov. 18	Vocal Clinic	All day

The auditorium will be used by the band and orchestra on all Tuesday and Thursday nights at 7:00 p.m. respectively.

SOUTHERN ILLINOIS NORMAL UNIVERSITY

CE OF THE PRESIDENT

Number 6

SPECIAL FACULTY BULLETIN

October 13, 1944

day, October 17

Special Assembly

y, October 17 at

In the October 9 issue of the Faculty Bulletin it was announced that a special assembly session had been arranged for Monday, October 16, at 10:00 a.m., so that the lecturer, Mrs. Julia Bock Harwood, could be presented. This session does not replace the regular assembly which will be held on Tuesday, October 17, at 10:00 a.m. The Homecoming Committee will use the assembly period on Tuesday for pep and promotional activities with the students.

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There will be no Faculty Meeting for the month of October.

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Mr. Lawson will be in Atlanta, Georgia, October 23-28 participating in an educational meeting there. He will also be in Waterloo, Illinois, October 19 for a meeting.

Mr. Ragsdale and Miss Entsminger will give lectures at the Teachers' Institute in Golconda, October 20.

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 6

October 16, 1944

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Meetings

The Council of Administration will meet Tuesday, October 17 at 3:00 p.m. in the President's Office.

The Social Studies Division will meet Tuesday, October 17 at 10:00 a.m. in Room 206 of the Main Building.

There will be no faculty meeting this month.

A special assembly session will be held at 10:00 a.m. Monday, October 16, for the presentation of the lecturer, Mrs. Julia Bock Harwood.

The regular assembly session will be held at 10:00 a.m. Tuesday, October 17, Homecoming pep activities will be featured.

War Chest Campaign Begins

Solicitations for the War Chest will be made this week and next by Miss Davies, Mrs. Nelly, Mrs. Treece, Miss Stein, and Mrs. Wright. If you have not been reached by Friday, October 27, please notify Mrs. Neely.

This year the needs of War Chest organizations are even more urgent perhaps than in previous years since the war continues to reach an increasingly widespread area. Your contributions to the War Chest can be used to good purpose.

Faculty News

Dr. Hinrichs will speak on Public School Health at an I.E.A. meeting in Chicago, October 16.

Mr. Lawson will be in Atlanta, Georgia, October 23-28 participating in an educational meeting there. He will also be in Waterloo, Illinois, October 19 for a meeting.

Mr. Ragsdale and Miss Entsminger will give lectures at the Teachers' Institute in Golconda, October 20.

Reports Due On Equipment

At the last faculty meeting, the heads of the departments and offices were requested to file in the Business Office a detailed estimate of their equipment needs for the next biennium beginning July 1, 1945. To date only a few such lists have been filed. Inasmuch as these lists will be needed to support our budget request, we shall appreciate your immediate cooperation.

Child Guidance Clinic

The Fall Term Clinic in charge of the Illinois Institute for Juvenile Research and the College Bureau of Child Guidance will be held this week, Tuesday, Wednesday and Thursday. This is the thirty-fifth Quarterly clinic conducted at this college since April 1936. Copies of the complete schedule will be found on the campus bulletin boards.

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Annual Internal Budget

Student Activity Funds

July 1, 1944 to June 30, 1945

A. Statement of Estimated Income

(After deduction of Federal Taxes and Refunds)

	Actual 1942-43	Actual 1943-44	Estimated 1944-45
Student Activity Fees:			
Second Summer Session			$ 865.
Fall Term			4,090.
Winter Term			3,600.
Spring Term			3,400.
First Summer Session			1,635.
	$20,628.	$12,700	$13,590.

B. Statement of Proposed Expenditures

	Allotment 1943-44	Unexpended Balance 9-30-44	Requested for 1944-45	Approved for 1944-45
Alumni Service and Other Promotional Activities	$- ---	$ 200.	$ 1,800.	$ 1,500.
College Athletics	1,800.	(150.)	5,000.	3,800.
Contingent	1,365	520.	1,500	1,000.
Convocation Activities	- ---	420.	- ---	
Debate	- ---	290.	- ---	
Diagnostic Test Fund	- ---	---	- ---	
Egyptian	1,800.	500.	3,125.	2,500.
Entertainment	1,200.	100.	1,200.	1,200.
Farm and Home Week	- ---	130.	125.	
Freshman Group Activities	75.	155.	- ---	
Hospitalization	1,210.	25.	1,400.	1,400.
Little Theatre	30.	420.	- ---	
Music	750.	(10.)	550.	550.*
Obelisk	500.	50.	3,000.	2,500.
Publicity	150.	215.	300.	100.
Social Activities	50.	20.	50.	50.
Student Council	200.	215.	- ---	
Student Welfare	40.	- ---	250.	50.
Summer Conference	115.	100.	125.	25.
Wheeler Library	50.	50.	- ---	
Women's Athletics	230.	55.	250.	200.
Totals	$9,515.	$3,305.	$18,675.	$14,875.

* $300 designated for re-payment of funds used from Obelisk account,

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University
Volume X Number 7

October 23, 1944

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Meetings

The Council of Administration will meet Tuesday, October 24, at 3:00 p.m. in the President's Office.

The Curriculum Committee will meet Wednesday, at 4:00 p.m., October 25, in Room 102 of the Main Building.

Homecoming

The Homecoming celebration this year is backed by an enthusiastic student body and it is hoped that faculty members will also give generously of their time and cooperation. Mr. Davis and his committees are to be congratulated on the fine efforts they are putting forth to make this annual event a success. The attendance of the faculty and their friends at the main events; such as the play, football game, and dance, will be helpful to the final success of the occasion.

A special party of guests for the football game has been planned and the Council of Administration and representatives of the Student Council will assist as hosts.

Visits from Commission to Survey Higher Educational Facilities

Dr. George A. Works of the Commission to Survey Higher Educational Facilities will visit the campus on October 31. He has indicated that he is making this visit in order to refresh his memory of S.I.N.U. and its needs.

We are also expecting the Advisory Committee for the Commission to be on the campus November 9. The visit of this committee will be of the utmost importance to the advancement of our arguments for the development of the University.

Attention: Advisors

Advisors are requested to come to the Registrar's Office within the week in order to check the winter schedule for required courses to be taken by their advisees. The purpose of this is to remove conflicts before the final schedule is printed.

Book Requisitions

Faculty members are reminded that under the present plan of ordering books for the library there will be no definite date on which the book requisition will be called for. Books will be ordered once each month rather than quarterly.

It will therefore be advisable to have faculty departments turn in cards on a continuous basis rather than wait for the end of the quarter. Order cards should be given to Miss Shubert as they are ready.

Faculty News

Mrs. Gum attended the Community Clinic, which was held in Harrisburg October 18 and presented a speech on "The Responsible Family in a Democracy."

Miss Kiel, Assistant Registrar, will attend the meeting of the Illinois Association of Collegiate Registrars in Chicago, October 25-28.

Mr. Barton is attending the University of Chicago Teacher-Education Conference, October 23-24.

To the Faculty:

You may know that this University has been able to buy, at greatly reduced prices, some very useful equipment and supplies listed by the U. S. Government as surplus material.

The Industrial Education Office has been designated as the place where all information concerning this matter, shall be collected and filed. If you have any such information please bring it to this office or drop it in my mail box. A file of this information will be kept and the information made available to anyone interested in it. I should also like to ask those of you who think your department might secure things of value from this Federal Surplus to fill out the following form. When such materials as you designate are available you will be notified and efforts made to secure them.

J. Henry Schroeder

Description of article (be specific)	How immediate is your need? Check/				Approximate new price
	1 yr.	2 yr.	3 yr.	4 yr.	

(Please detach and return to Mr. Schroeder)

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X October 30, 1944 Number 8

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Meetings

Since Mr. Works is expected to be on the campus Tuesday, October 31, the meeting of the Council of Administration has been postponed to allow for whatever meetings or activities Mr. Works may wish to have arranged. It is hoped that the Council members as well as other faculty members will be in readiness to attend any meetings with Mr. Works that may be necessary on Tuesday.

A sub-committee of the Illinois Post-War Planning Committee is meeting on the campus today, Monday, October 30. Senator Crisenberry, of Murphysboro, arranged for the meeting and the group will take up the consideration of certain post-war needs within this area.

Faculty News

Mr. Barton attended the University of Chicago Education Conference on October 23-24 at the Palmer House in Chicago.

Mr. Bracewell was on the program at the meeting of the Illinois Association of School Boards and City Superintendents Association in Springfield, October 24.

Mr. Hal Hall attended the State Health and Physical Education meeting at Champaign on October 27.

Miss Starck is assisting on the program of the State Home Economics Association in Chicago, November 1-3.

Lt. (j.g.) Homer Rose, USNR has been transferred to Amphibious Training Base, Little Creek, Virginia. He is officer in charge of Instructor Training for the ashore and the afloat training programs.

Faculty Directory

The faculty directory in the President's Office is quite inaccurate because much of the information is now out of date. In order that this important directory can be revised, will each faculty member please fill out the attached card and return it to the President's Office?

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X October 30, 1944 Number 8

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FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X November 6, 1944 Number 9

Meetings

The Council of Administration will meet at 3:00 p.m. Tuesday, November 7, in the President's Office.

The Illinois Agriculture Association and the Extension Department of the University of Illinois will hold a meeting on this campus November 13 and 14 in the Little Theatre and the Old Science Gymnasium.

The Delegate Assembly of the Southern Division will meet in the Little Theatre on November 13 at 7:30 o'clock. The official delegates from the faculty are Miss Entsminger, Mr. Warren, and Mr. Cisne; but any other members who wish to attend the meeting will be welcome.

The Southern Illinois Historical Society will hold its annual Fall Dinner Meeting at the College Cafeteria on Friday evening, November 17, at 6:30 o'clock. All members of the faculty are invited to attend. One of the features of the meeting will be a description of the acquisition of the Clint Clay Tilton Library of Lincolniana and Americana which is now housed in the Main Building. There will also be an inspection of this fine collection.

John Herbert Hays, a graduate student here, will read a paper entitled, "Carbondale Amuses Itself, 1865-1900," and in it he will present some little known material about the social history of this community in the generation after the Civil War.

Persons who intend to be present at the meeting are urged to make reservations with Mr. E. G. Lentz, Secretary of the Society, on or before Wednesday, November 15.

Faculty News

Mr. J. W. Neckers will attend the National Chemical Exposition in Chicago on November 15-17.

Mrs. Mary Louise Barnes attended the Illinois Home Economics Association meeting in Chicago on November 3.

Miss Lucy K. Woody attended the Illinois Home Economics Association meeting in Chicago on November 3.

Miss Dorothy Davies will speak at the Illinois Health and Physical Education Association meeting at Normal, Illinois on November 17 and 18.

Mr. Howard E. Bosley attended a meeting with the Committee on Standards and Surveys at Louisville, Kentucky on November 6-7.

Mrs. Lucille Fligor attended the meeting of the youth section of the American Country Life Association at Fredonia, New York last week.

Distinguished Visitors

On Thursday of this week Southern Illinois Normal University will be visited by the Advisory Committee for the Committee to Surve Higher Educational Facilities. The Committee, as announced to us by Mr. Works, will be composed of the following persons:
President E. E. Day, Cornell University, Ithaca, New York.
President C. A. Dykstra, University of Wisconsin, Madison, Wisconsin
Dr. F. J. Kelly, U. S. Office of Education, Washington, D. C.
Dean W. I. Myers, New York State College of Agriculture, Ithaca, N.Y
President Roscoe L. West, New Jersey State Teachers College, Trenton, New Jersey.

War Fund

Persons who pledged for the War Fund are asked to leave a check with Mrs. Neely before the end of the week if possible. These check are payable to the Jackson County War Fund and Community Chest.

Although the response of the faculty has been generous, we are still several hundred dollars below last year's fund. About six persons have not contributed. It is hoped that they will do so this week, in order to help the college make a better showing.

Parents' Day

Friday, November 10 has been designated as Parents' Day and, in order that both students and faculty members may attend the football game at 2:30 p.m. on that date, the school will be dismissed at 2:00. This occasion is an important event on the school calendar and it is hoped that students will encourage their parents to take this opportunity to visit the school and become acquainted with its program. Southern's opponent in the football game will be the team from Northern Illinois State Teachers College at DeKalb.

The Student Council is sponsoring a "Parents' Day Tea" Friday at 4:30 in the Little Theatre, immediately after the game. The faculty is especially invited to attend and meet the parents of our students.

HOMECOMING RECEIPTS

The following is a comparative statement of receipts from the various Homecoming activities:

	1942	1943	1944
Dance, White	$1,050.75	$(585.89	$ . . . .*
Dance, Colored	186.00	(	. . . .
Concert	151.40	86.68	. . . .
Concessions	251.67	135.25	171.55
Decorations	. . . .	81.85	. . . . .
Total - HOMECOMING FUND.	1,639.82	889.67	171.55
Game - College Athletics Fund .	654.63	. . . .	546.40
Play - Little Theatre Fund. . .	688.00	397.65	380.16
Checkroom -"I" Club	61.69	. . . .	. . . .
Checkroom -Southern Knights Fund. .	. . . .	45.15	. . . .
Concessions - Girls Rally Club. . .	63.24	. . . .	115.90
Total - ALL FUNDS	$3,107.38	$1,332.47	$1,214.01

* Homecoming Dance sponsored by Student Organizations.

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 10

November 13, 1944

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Meetings

The Council of Administration will not meet this week.

Conference on Post-War Education in Illinois

This week on November 13 and 14 a Conference on Post-War Education in Illinois is being conducted at the Stevens Hotel in Chicago. The Commission to Survey Higher Educational Facilities in Illinois will make its report at that time. Representatives from this school attending the conference are Mr. Beyer, Mr. Miles, Mr. Merwin, Mr. Young and Mr. Barton

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Football Game Cancelled

The football game with Cape Girardeau originally scheduled for Friday, November 17, has been cancelled.

Assembly Program

Mr. A. J. "Dad" Elliott, nationally known youth worker, will be the guest speaker at the assembly period on November 14. Mr. Elliott is an interesting lecturer and his speech on this occasion will be appreciated by both the students and the faculty members.

On Tuesday, November 14 at 8 p.m. the WACcaravan will be presented in the Shryock Auditorium. This is an outstanding Army show that will draw a large attendance. Admission is free and the students and faculty are cordially invited to attend.

Choral Clinic

The Music Department will be hosts Saturday, November 18, for the annual Choral Clinic in which Southern Illinois high schools are invited to participate. Mr. Wakeland reports that Mr. Walter Aschenbrenner, noted choral director of Chicago, will be the guest conductor. Faculty members are especially urged to attend the program that will be presented. No admission charge will be made.

Publications File

The index of faculty publications in the President's Office is being brought up-to-date. Since this file should be one of our important records of faculty recognition, it is hoped that faculty members will keep us informed of their new publications.

Freshmen Tests Results

Faculty members who wish to obtain detailed information concerning the achievement grade placement of the 1944 Freshmen students should call at the office of Dean Lentz, where these results are on file. Students' names are listed alphabetically, together with their grade placements for mental age, reading, mathematics and language areas. Deficient areas are also noted on this report.

Southern Illinois Historical Society

All faculty members are cordially invited to attend the meeting of the Southern Illinois Historical Society here on November 17. A dinner meeting has been planned at the College cafeteria at 6:30 p.m. Dean Lentz has asked that persons who intend to be present at the dinner meeting be urged to make reservations in his office on or before Wednesday, November 15. A reception will be held in the Clint Clay Tilton Library, Room 206 of Main Building, following the meeting.

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 11

November 20, 1944

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Meetings

The Council of Administration will meet Tuesday, November 21, at 3:00 p.m. in the President's Office.

The Athletic Committee will meet today at 4:00 p.m. in Room 208 of Main Building.

Faculty News

Mrs. Gum and Mr. Landis attended the Illinois Welfare Association Conference on November 15-16 in Springfield. Mr. Landis also attended the meeting of Illinois Colleges and Universities to consider pre-professional education for social work.

Mr. Abbott and Mr. Neckers attended the Chemical Exposition in Chicago on November 15-16.

Final Examination Schedule
Fall, 1944

3:00- 5:00	Wednesday, November 29	--3:00 classes.
7:30-10:30	Thursday, November 30	-- 8:00 classes
10:30- 1:30	" " "	-- 9:00 classes.
1:30- 4:30	" " "	-- 1:00 classes.
7:30-10:30	Friday, December 1, 1944	--10:00 classes.
10:30- 1:30	" " " "	--11:00 classes.
1:30- 4:30	" " " "	-- 2:00 classes.

In the case of dove-tailed courses coming the same hour, three-hour courses will meet the first two hours and the two-hour courses, the last hour.

Stage Property Loans

The Business Office has prepared a form for the loan of stage equipment. In the future, anyone wishing to borrow any stage property should first secure one of these approval slips from Mrs. Neely and then present it to Mr. Coffey, who is the custodian of the Shryock Auditorium.

Faculty Gift Club Letters

Letters received by the Faculty Gift Club since the opening of school are in a folder on Mrs. Neely's desk in the English Office. Anyone interested is invited to read them.

Thanksgiving Holiday

All classes will be dismissed at 12:00 noon on Wednesday, November 22, so that students will be allowed travel time to go home. School will resume on Monday, November 27.

Faculty Time Sheets for December

Since there is a possibility that the faculty payroll may be prepared early in December in order to allow checks to be distributed before Christmas, it will be necessary to compile time sheets immediately. The preparation of the payroll can be expedited if each faculty member will call at the President's Office before Tuesday, November 28, and sign the individual time sheets. Heads of departments will be asked, as usual, to counter-sign the time sheets for their department.

NEW TAX EXEMPTION FORMS

Below is a letter from Director Thompson regarding the changes made by the Income Tax Act of 1944. The new tax exemption forms which may be obtained from Miss Aileen Davis, Secretary to the Business Manager, must be filed with the Business Office not later than November 28, 1944.

TO ALL EMPLOYEES:

It is of vital importance that all employees of the State of Illinois understand how the changes made by the Individual Income Tax Act of 1944 affect them. The following are changes which legally affect the employee and must be strictly followed in order to conform under the new act.

A. FILING NEW EXEMPTION CERTIFICATES (Form W-4)

1. You must prepare and sign in duplicate a new (Revised) Exemption Certificate (Form W-4), filing the original and duplicate thereof with your immediate payroll clerk not later than December 1, 1944.

2. The Exemption Certificate (Form W-4) which you have already filed for 1944 or prior will be of no effect after December 31, 1944. To get any withholding exemption after December 31, 1944, every employee MUST file a new Exemption Certificate (Form W-4)

3. The address on your new Exemption Certificate (Form W-4) MUST BE your present income tax address.

B. EXEMPTIONS FOR PURPOSES OF WITHHOLDING.

1. Under the new Act, you are entitled to one exemption for yourself, one for your spouse (unless the latter claims his or her own exemption) and one for each person with respect to whom you are claiming an exemption as a dependent.

2. If at any time subsequent to January 1, 1945, the number of your withholding exemptions DECREASE from the number claimed on your Exemption Certificate (Form W-4), you MUST furnish your payroll clerk within ten days thereafter a new Certificate claiming no more exemptions than you are entitled.

3. If at any time subsequent to January 1, 1945, the number of your withholding exemptions INCREASE from the number claimed on your Exemption Certificate (Form W-4) you MAY (but you are not required to do so) furnish a new Certificate claiming the number of exemptions to which you are entitled.

4. The Auditor of Public Accounts will exercise his election to put all changes in exemption status into effect only twice a year (January 1st and July 1st), however, this election of the Auditor does not relieve the employee of the duty to file a new Exemption Certificate (Form W-4) when required (where the number of exemptions decrease.)

C. WHO ARE DEPENDENTS?

Before an employee can claim an exemption for a dependent for 1945, the dependent must meet the following tests.

1. He must have less than $500.00 gross income for 1945.

2. The employee must furnish over half of his support for 1945.

3. He must be a relative of a certain degree. (To determine what relatives are qualified as dependents, the employee should read carefully the back of his Exemption Certificate.)

If there are any further questions which the employee would like to ask in regard to his withholding, he is advised to contact his payroll clerk.

Very truly yours,

Frank G. Thompson, Director
Department of Registration
and Education

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X November 27, 1944 Number 12

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Meetings

The Council of Administration will not meet this week.

Faculty News

Mr. Mayor and Mrs. Wright attended the American Mathematics Society, Mathematics Association of America, and Central Association of Science and Mathematics Teachers Friday and Saturday, November 24 and 25 in Chicago.

Miss Barber, Mrs. Gum and Mrs. Ricke will attend the meeting of the Illinois Association of Deans in Chicago, December 1.

Final Grades for Fall Term

Final grades for the fall term are due in the Registrar's Office by eight o'clock, Monday morning, December 4. Grades should be posted on class bulletin boards by that time in order that students may check their grades before registration.

It will be greatly appreciated if faculty members will turn in their grades early if they are ready. The Registrar's Office will be open Saturday forenoon.

Business Managers Meet Here

The Business Managers of the five state teachers colleges are meeting here Tuesday and Wednesday of this week. Mr. Elmer P. Hitter, Coordinator of the Teachers College Board will conduct the meeting.

Football Letter Awards

The Southern Illinois Normal University football players who have qualified for letter awards will receive them Tuesday at the Assembly period.

Retirement System Conferences

Miss Ruth Kunkel of the University Retirement System will be on the campus Monday, November 27 and will be available for individual conferences with faculty members who may have questions regarding their participation in the Retirement System. Conferences with Miss Kunkel can be arranged through the President's Office.

A group meeting will be conducted by Miss Kunkel at 4:00 p.m. today in the Little Theatre. Persons who are unable to arrange an individual conference may wish to attend this session.

Since Miss Kunkel will also appear on the program of the Business Managers' meeting on Tuesday and Wednesday of this week, we are indebted to them for planning her visit.

FACULTY BULLETIN
OFFICE OF THE PRESIDENT
SOUTHERN ILLINOIS NORMAL UNIVERSITY

Volume X Number 13

December 4, 1944

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Meetings

There will be no Council of Administration meeting this week.

Frank H. Colyer

It is with extreme regret that we report the death of Mr. Frank H. Colyer, formerly the Head of the Geography Department. Mr. Colyer retired from the faculty in 1935. He passed away on December 1, 1944 at his home in Carbondale. Mr. Colyer's long and useful period of service with this institution will be warmly remembered.

Faculty News

Mr. Leland Lingle was the guest speaker at the annual football banquet for the Sikeston High School in Sikeston, Missouri, on December 1.

Mrs. Homer Rose, wife of a former faculty member, recently purchased war bonds through this school in order that our total purchases could be increased.

December Faculty Checks

Since it is expected that the December faculty checks will come in sometime before Christmas, it will be necessary for those faculty members who wish to have their checks forwarded to them or deposited at a local bank to let us know before December 15. The President's Office will be glad to forward or deposit the checks in the event that they arrive during the Christmas Vacation.

Band Plays at Cairo

The S. I. N. U. Band played at the awarding of the Navy "E" at the Thomas E. Edison Company plant in Cairo on Saturday, December 2.

Faculty Recreation Night

There will be a recreation night for all faculty members and their wives and husbands at 8:00 on Tuesday night, December 12, in the Women's Gymnasium. There will be games of Shuffleboard, Deck Tennis, Duck Pin Bowling, Badminton, Ping Pong, and Tetherball.

The activity will be supervised by the Women's Physical Education Department, and all faculty members are welcome to bring their friends and participate in the fun.

Christmas Vacation

The Christmas Vacation this year will begin at the conclusion of the regular school day on Friday, December 15. Instruction will be resumed on Tuesday, January 2.

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 14

December 11, 1944

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Meetings

The Council of Administration will meet Tuesday at 3:00 p.m. in the President's Office.

The Curriculum Committee will meet Wednesday, December 13, at 3:00 p.m. in Room 104 of the Main Buildings.

Faculty Recreation Night Postponed

The Faculty Recreation Night orginally planned for Tuesday, December 12, has been postponed until further notice.

Season Basketball Tickets

Season basketball tickets for faculty members are now available in the Business Office for $3.75. By purchasing these tickets faculty members will be taking advantage of a 22 percent saving over buying individual tickets; the average price of admission by a season ticket will be approximately 37 cents.

The remaining home games are listed below.

December 12	Cape Teachers
December 15	Illinois Wesleyan
January 5	Evansville College
January 13	Illinois Normal
January 19	Eastern Teachers
February 3	Northern Teachers
February 17	Western Teachers

Faculty News

Mr. George Bracewell attended a Conference on Elementary School Problems at Madison, Wisconsin, December 6-9.

Mr. Charles Paterson is attending the Music Convention at Evanston, Illinois, December 8-12.

Mr. Richard Beyer and Mr. Leland Lingle attended the Illinois Intercollegiate Athletic Conference at Bloomington, December 6-8. Mr. Lingle was Vice-President of this organization last year, and was elected President this year. He presided over the meeting last week.

Special Christmas Program Friday

A special Christmas Program has been planned by the Music Department for 11:00 a.m. Friday, December 15, in the Auditorium. Classes on Friday morning will be shortened in order to allow for the assembly hour at 11:00. The following schedule will be in effect Friday morning:

8:00 classes	8:00- 8:35
9:00 classes	8:45- 9:20
10:00 classes	9:30-10:05
11:00 classes	10:15-10:50

Friday afternoon classes will be run according to regular schedule.

Inspectors Needed at Ordnance Plant

We have been requested by Mr. Ray Williams of the Illinois Ordnance Plant to advise faculty members that the plant is urgently in need of inspectors. Mr. Williams states that part-time work in the evenings is available for persons who can qualify as ordnance inspectors. A six-weeks' training period with pay is provided by the company, and special arrangements can be made for splitting shifts if prospective employees cannot work every night during the week.

According to Mr. Williams, the need for workers of this type is extremely urgent. If you feel that you are interested in extra employment, please call Mr. Ray Williams, Telephone Extension 4204 at the Ordnance Plant.

December Checks

Faculty members are reminded that the December salary checks may arrive sometime during the Christmas vacation. Provisions will be made to forward these checks at the direction of the individual. If you wish to have your check forwarded or placed on deposit at a local bank, please leave this information in the President's Office.

SOUTHERN ILLINOIS NORMAL UNIVERSITY

CE OF THE PRESIDENT

January 4, 1945

SPECIAL BULLETIN

Number 15

o Faculty and Students:

This announcement will correct the bulletins ssued Tuesday regarding the assembly session and aculty meeting.

The assembly will be held at 10:00 a.m. riday, January 5. Dr. Lay, and possibly members f the Teachers College Board, will be present at his meeting. The regular schedule for the first wo morning classes will be followed preceding the ssembly.

On Friday afternoon, there will be a faculty eeting at 1:30, a faculty tea at 3:30, and a stu- ent tea at 4:00. The faculty meeting will be eld in the Little Theatre, and the teas will be eld in the student lounge adjacent to the Little heatre. The teas have been arranged so that aculty members and students may have an opportunity o meet both Mr. and Mrs. Lay.

The Industrial Education Department will erve as host for the faculty tea, and the Girls ally Committee will assist in the serving for he student tea.

The President's Office

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The following invitation merits an almost immediate reply. Will you please give me your written memorandum of your suggestions how this opportunity can be made use of with particular reference to your own special interests. Please do not be modest; remember that we wish to present Southern Illinois Normal University in the best light and to be of the greatest possible service to our friends.

"Beginning January 1, we would like to inaugurate a Southern Illinois Round Table Discussion over W J P F, dealing with current topics and planning suggestions for civic, economic, and cultural

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FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 15

January 8, 1945

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To My Fellow Faculty Members:

The warmth of your welcome will always remain among my treasured memories. Of course I expect you to continue in your accustomed duties and activities unless and until it may sometime seem desirable to find new or different opportunities for you. I regret that my first attention must be given to relations with the Illinois Commission to Survey Higher Educational Facilities

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Notice of
Faculty Meeting

To All Members of the Faculty ---

A Faculty Meeting has been arranged for Friday, January 5 at 4:00 p.m. in the Little Theatre. The Industrial Education Department will serve as hosts for the tea beginning at 3:30.

Proposed Radio Round Table

The following invitation merits an almost immediate reply. Will you please give me your written memorandum of your suggestions how this opportunity can be made use of with particular reference to your own special interests. Please do not be modest; remember that we wish to present Southern Illinois Normal University in the best light and to be of the greatest possible service to our friends.

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FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 15

January 8, 1945

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To My Fellow Faculty Members:

The warmth of your welcome will always remain among my treasured memories. Of course I expect you to continue in your accustomed duties and activities unless and until it may sometime seem desirable to find new or different opportunities for you. I regret that my first attention must be given to relations with the Illinois Commission to Survey Higher Educational Facilities and Post War Planning Commission and in attendance at the University of Illinois Conference on Teacher Training. My invitation already given you to discuss in my office your hopes and plans for your own work stands open and will remain open regardless of all interruptions in my presence at the office. You have already made me feel at home; I want you to feel that we are partners in a work more important than you or me.

Cordially yours,

President

Proposed Radio Round Table

The following invitation merits an almost immediate reply. Will you please give me your written memorandum of your suggestions how this opportunity can be made use of with particular reference to your own special interests. Please do not be modest; remember that we wish to present Southern Illinois Normal University in the best light and to be of the greatest possible service to our friends.

"Beginning January 1, we would like to inaugurate a Southern Illinois Round Table Discussion over W J P F, dealing with current topics and planning suggestions for civic, economic, and cultural

improvements of the area. These programs will go on on Sunday afternoon, and we are making an effort to use the best talent available.

We would appreciate the assistance and cooperation of the specialized personnel from the college and your active support and participation in the program.

Sincerely yours,

O. W. Lyerla"

Meetings

Dr. Lay will be off campus until Thursday, and consequently the following meetings will be postponed: student assembly and Council of Administration. Will you please announce in your classes that there will be no student assembly this week.

Faculty News

Dr. Lay, accompanied by Mr. Schroeder, Mr. Warren, Mr. Miles, and Mr. Muckelroy, will attend a Conference on Teacher Education at the University of Illinois on Monday and Tuesday, January 8 and 9. Following this meeting, Dr. Lay and Mr. Miles will go to Springfield for additional meetings in connection with the budget and the Commission to Survey Higher Educational Facilities.

Mr. Walter B. Welch attended the meeting of the Committee on High Education of the Northern Baptist Convention in Chicago on December 13, 1944.

Miss Zita Spradling is attending a Conference on Teacher Training at the University of Illinois on Monday and Tuesday, January 8 and 9.

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 16

January 15, 1945

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Meetings

Members of the advisory group, commonly known as the Council of Administration, are requested to meet with the President in his office at 3:00 p.m. on Tuesday, January 16.

The assembly will be held at the usual time on Tuesday at 10:00 a.m. Attendance of the faculty is invited and urged. Suggestions from faculty members for making this weekly meeting with students even more fruitful educationally are requested.

Johns Hopkins Fellowships and Scholarships

On the faculty bulletin board in the Business Office will be found an announcement by the Johns Hopkins University of their available fellowships and scholarships for the year 1945-46. Included are biology, chemistry, English, Greek, Greek archaeology, history, Latin, physics, political economy, political science, romance languages, semitics, and university scholarships at large.

Class Schedule for Spring Term Announcement

All heads of departments are requested to call at the Registrar's Office some time within the next week to fill out the tentative schedule of classes for the Spring Term. They should indicate also room numbers where classes are to be held. Each one should leave a note concerning the number of class tickets desired for each section.

Heads of departments are requested to send to the President's Office a memorandum stating that no significant changes of schedule from previous spring terms are necessitated, or contrariwise, indicating what suggestions or changes you believe will improve our offering for the Spring Term, 1945. Probably some classes can be combined and others divided, or new offerings added. It is even possible that new staff members might be secured if the need justifies the addition of personnel.

Please Note: A written memorandum covering this need is desired at the earliest possible date from each department head.

Chester F. Lay

Winter Term Clinic

The Winter Term Clinic in charge of the Illinois Institute for Juvenile Research and the College Bureau of Child Guidance will be held this week on Tuesday, Wednesday, and Thursday. This is the thirty-sixth Quarterly Clinic conducted at this College since April, 1936. Copies of the complete schedule will be found on the campus bulletin boards.

Surely this is a worthwhile opportunity for some of us to learn by listening and to help by participating in the Clinic.

Faculty News

Mr. Harves C. Rahe, of the Commerce Department, attended the National Business Teachers' Association in Chicago on December 28, 29, and 30.

Mr. George W. Bracewell is away from the campus on Sabbatical Leave attending the University of Michigan. Mr. Bracewell's leave began this month and will continue until May, 1945.

Miss Mary Entsminger was recently elected President of the Women's Division of the Illinois Education Association.

At the request of the President, Dr. Barton and Mr. Miles accompanied him to Springfield on January 9 and 10 in connection with the Commission to Survey Higher Educational Facilities.

Helen Howe Appears Tonight

Miss Helen Howe, distinguished monologuist, will be presented tonight by the Carbondale Community Concert. Miss Howe's appearance is the second in a series of concerts sponsored by this organization. Miss Howe has received national acclaim upon her original creations and versatility as an actress. She is becoming one of the best solo performers on the American stage today, and has also published one of the recent best-sellers, "The Whole Heart."

This program is an additional indication that Southern Illinois Normal University is more and more fulfilling its obligation to the region as a cultural center.

The performance will begin at 8:00 p.m., January 15, in the Shryock Auditorium.

Student Christian Foundation Building Fund

The drive to secure money for a new Student Christian Foundation building on the campus will begin its final push this week among the residents and business men of Carbondale. The

purpose of this drive is to achieve the $15,000 goal by contributions amounting to $11,000 from the citizens of Carbondale. Students of S.I.N.U. have contributed $600 in cash and $250 in pledges to this drive since November of last year. Committees will launch the campaign under the general chairmanship of Mr. Earl Throgmorton.

All pledges and donations can be paid either to the solicitors or at the Foundation.

Horticultural Society Meets

The Southern Illinois Horticultural Society is meeting on the campus today and Tuesday, January 15 and 16. Meetings of this organization are being conducted in the Little Theatre of the Old Science Building. The attention of faculty members from the science departments is particularly called to these sessions and every faculty member is urged to attend the meetings at his convenience.

How can this bulletin be made more useful to you?

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 17

January 22, 1945

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Meetings

There will be no meeting of the Council of Administration this week.

The assembly will be held at the usual time on Tuesday at 10:00 a.m. Inauguration of Student Council members will be conducted at this session. Dean Lentz, as one of the original sponsors of the Council, will deliver an address.

The block of seats in Sections III and IV from Row Q back are reserved for the faculty members, who are invited and urged to attend the assembly programs.

Faculty News

Dr. Judson T. Landis has been working with the Committee on Social Adjustment in Old Age of the University of Chicago in preparation of a forthcoming publication devoted to research projects on problems of aging. This committee is a sub-committee of the Social Science Research Council which is supported by the Rockefeller Foundation. Dr. Landis has completed his part of the publication which consists of two articles dealing with suggested research, projects on "Old Age Movements in the United States," and "The Aged and Their Participation in the Modern Community."

Miss Gladys Smith, University High School Social Studies Supervisor, is author of Chapter VI of the 1944 yearbook of the National Council of the Social Studies, which has just been released. The title of this yearbook, the fifteenth, is Adapting Instruction in the Social Studies to Individual Differences, and Miss Smith's chapter is entitled "Student Differences and The Core Program." Miss Smith's chapter describes the development of her Problems of American Democracy course, which she teaches. This course was developed after careful study of the theory of social studies instruction, conferences with a number of educational experts, and visits to leading laboratory schools of universities in the Middle West.

Mr. Hal Hall's article, "Subject Matter Preparation of Beginning High School Teachers," (Teacher Education Journal, V, September, 1943) has been selected by Professor W. S. Gray for inclusion in his list of significant articles and books in the field of teacher education which appeared in 1943. (See the Elementary School Journal, December, 1944, p. 231.) Mr. Hall's article, abstracted from his Doctor of Education document, evaluates the appropriateness of the academic preparation of beginning high school teachers with particular reference to recent graduates of S. I. N. U.

Reports on Spring Schedule

In last week's Bulletin, Heads of Departments were requested to submit reports regarding the course offerings of their respective departments for the Spring Term. It now develops that we shall need to have these reports not later than Wednesday noon of January 24. Will you please see that these reports are submitted by that time.

Faculty Directory Revision

For some time a Kardex Directory of faculty members has been available in the vestibule of the Business Office. At the present time this directory is very much out-of-date, and since it would seem to be a practical device for the use of faculty members, students, and off-campus visitors, we should like to bring the directory up-to-date In order to do this, it will be necessary for the President's Office to be advised of any changes in the teaching schedule of each faculty member since the beginning of the Winter Term. Unless such changes are submitted to the President's Office, we will assume that the teaching schedules on file covering the Winter Term are still valid and will accordingly type this schedule on the new directory.

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 18

January 29, 1945

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Meetings

The Council of Administration will not meet this week.

Faculty News

Mr. Bosley conducted a reading clinic in Cairo on January 17.

Mr. Lawson is serving as a consultant for the curriculum study group of the Carbondale Community High School faculty.

Mr. Miles was in Springfield on January 24 and 25 representing the President on conferences pertaining to the deficiency appropriation.

Mrs. Neely, president of the local chapter of the League of Women Voters, attended a state meeting of this organization in Chicago on January 23.

President Lay, Miss Entsminger, and Mr. Bosley were on the program of the Williamson County Elementary Teachers Institute in Marion on Friday, January 26, and also participated in the program at the Teachers Institute in Benton on this date.

The American Association of University Professors will hold a dinner meeting at 5:45 p.m. in the College Cafeteria on January 29. Dr. Lay will be the guest speaker.

President Lay addressed the Junior Association of Commerce at Cairo on Tuesday evening, January 23. His topic related to the interpretation of Southern Illinois Normal University's functions within this region.

State Directories

The President's Office has been supplied with directories of current county and state officers. These directories are available for use by faculty members whenever information of this type is needed.

Committee Reports

Chairmen of the various faculty committees are asked to submit notices of committee meetings to the President's Office so that the President can attend these meetings whenever it is possible to do so. Minutes of all committee meetings should also be prepared and submitted for the President's attention.

Contributions Requested

In order that this bulletin can serve the faculty with maximum benefits as a communications device, we would like to have announcements and significant news items reported to us. Suggestions as to the utility of this publication have been requested previously and will be welcomed.

TO HEADS OF DEPARTMENTS:

An extensive and intensive effort will be made by the physical plant staff, under the direction of Mr. John Wright, to see that the campus grounds and buildings are cleaned up and surplus properties of unserviceable nature are removed. To effect the disposition of any unserviceable equipment or supplies that may be taking up storage space now, departments heads are asked to contact Mr. Wright. It will be necessary for department heads to sign the official order for the disposal of State property. Mr. Wright should be asked to look over the property to be disposed of, and disposal forms should be obtained from either the office of the chief accountant, Mrs. Howell, or Mr. Wright. The completed forms should be returned to Mrs. Howell.

Equipment which can be repaired and put into use should be called to the attention of Mr. Wright and he will make arrangements for the repair of such equipment at the earliest date possible.

Your cooperation in the cleaning up and restoration of campus facilities is urgently requested. It is extremely important that we make an earnest effort to see that these matters are handled expediently.

Chester F. Lay
President

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X February 5, 1945 Number 19

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Meetings

The Council of Administration will not meet this week.

The regular monthly Faculty Meeting will be held February 12 instead of February 5, since the President is attending a conference in Chicago. An announcement will be sent out later as to the exact time of the meeting.

There will be no student assembly on Tuesday, February 6. It will be appreciated if faculty members will make this announcement in their classes Monday.

Faculty News

Dr. Lay, Mr. Thomas Barton, Mr. Richard Beyer, Mr. W. G. Cisne, Mr. Hal Hall and Mr. Bruce W. Merwin attended a meeting of the Schoolmasters' Club at Bloomington Friday, February 2. Mr. Beyer attended also a meeting of the Directors of Public Relations for the Teachers Colleges and Normal Universities, and Mr. Cisne attended a meeting of the Directors of Placements.

Miss Gladys Babcock attended a conference for Home Economics Teacher Trainers in Springfield on Friday and Saturday, February 2 and 3.

Dr. Lay is attending today a conference in Chicago of the Presidents of the six State-supported institutions of higher education.

Mr. Thomas F. Barton has an article entitled "Teaching Geography with Globes" in the January, 1945, issue of Education magazine.

Student Recognition

Mr. Hoyt Lemons, formerly a student of Southern Illinois Normal University, has an article entitled "The Role of Geography in Post-War Education" in the January, 1945, issue of Education magazine. Mr. Lemons is now Assistant Professor and Supervisor of Geography at Washington State College, Pullman, Washington.

Traffic Rules

For your information, the taxi companies are undertaking to follow strictly our traffic rules, and the President requests that we all give such attention to these safety rules ourselves:

(1) The entrance to the campus is from University Avenue and the exit from the campus is at Illinois Avenue. This makes it undesirable and dangerous to use the turn-around at the flagpole. The only safe way to drive on the campus is to move in one direction only: Enter at University Avenue and leave at Illinois Avenue.

(2) Your suggestions will be welcome concerning the matter of parking on and adjacent to the campus. Some criticisms of present practices have already been received at the President's Office. Until new suggestions have been fully studied, it seems best that we conform to the signs and avoid parking between the Main Building and the Auditorium.

Used Books

The Bookstore has on hand some 2000 copies of books not being used at present as textbooks on the campus. Shelf space is needed in the Bookstore, and bids have been received from city purchasers on used books. The President hopes and believes that the faculty would prefer to encourage students to own books of their own selection rather than to sell them to used book dealers. Accordingly, he has asked the Manager of the Bookstore and others to undertake extra work so as to give students and the faculty the opportunity to purchase these books at prices almost ridiculously low; that is, at the same prices which we are offered for them at wholesale. There is being prepared a mimeographed list of the available books with an indication of whether they are in poor, fair, or good condition, and the prices. If all faculty members will comment in their classes concerning any particular books which they consider especially worth recommending, many students may be started toward the building of a personal library at an extremely low cost.

There was no opportunity to bring this before a faculty meeting for discussion, and so the President has taken this action solely from the viewpoint of education, since we actually lose money by affording the faculty and students this opportunity. Your hearty and definite cooperation will be valuable to all concerned.

Teaching in the Summer Session

The President requests that all faculty members desiring to teach in the summer sessions submit a memorandum stating that fact, and indicating the term during which he prefers to teach. This information must be in the President's Office by Wednesday afternoon, February 7.

Request for Summer Session Schedule of Classes

The Registrar submits the following notice:

Faculty members are requested to submit to the Registrar's Office by Monday, February 12, the schedule of classes for the summer session bulletin. A session of eight weeks will be followed by a short session of four weeks. Some classes in the short session may run only three weeks if that is desirable. The normal student load should be about one and one-half hours a week, so that student may make six quarter hours of credit in the four weeks.

The schedule of classes for the eight-week session will be based on fifty minute periods as follows:

8:00 - 8:50 a.m.	12:00 - 12:50 p.m.
9:00 - 9:50 a.m.	1:00 - 1:50 p.m.
10:00 - 10:50 a.m.	
11:00 - 11:50 a.m.	

Double periods will thus be necessary for four-and-five-hour courses. Classes that meet twice a day will meet successive double periods; for example, double period classes and laboratory classes will meet the following linked periods: 8-9, 10-11, 12-1. With the double periods, three and four hour courses may be dovetailed, also two and five hour courses.

2-hour courses meet three times a week
3-hour courses meet four times a week
4-hour courses meet six times a week
5-hour courses meet seven times a week

2-hour courses always meet MWF
3-hour courses always meet MTTF
4-hour courses always meet MTWTF
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5-hour courses always meet MTWTF
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Ten o'clock on Tuesday will be the assembly hour. This necessitates the scheduling of only two-hour courses at that period and the additional period for the four-hour courses at eleven, unless the teacher can make special provisions for an additional class meeting each week.

It is requested that a few evening classes be taught in the summer session. These may be scheduled for either one or two evenings a week, but should not meet more than two and one-half hours an evening.

FACULTY BULLETIN
Office of the President

Number 20

Notice to Faculty Members

Will you please announce in your classes Monday afternoon and the first two hours Tuesday morning, February 5-6, that there will be no student assembly Tuesday morning, since Dr. Lay is out of town.

Office of the President

February 10, 1945

SPECIAL NOTICE TO FACULTY MEMBERS

There will be a general faculty meeting in the Little Theatre at 4:00 p.m., Monday afternoon, February 12.

The Mathematics Department will be host at the tea immediately preceding the meeting.

President's Office

Mt. Vernon, Saturday, February 10. About ten members of our faculty attended the Schoolmaster's Club meeting.

Mr. Charles H. Stinson was at the University of Illinois on February 1, 2, and 3 conferring with members of the College of Agriculture.

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 20

February 12, 1945

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Meetings

How are you going to benefit?

How are the members of your classes going to benefit?

Are we, or are we not, participants in such efforts to promote a better life in Southern Illinois?:

The Farm and Home Labor Saving Show, sponsored by Southern Illinois Normal University, County Farm and Home Advisers, the Illinois Farmers' Institute, and the Extension Service of the University of Illinois College of Agriculture, will be held in the Old Science Building on this campus Friday, February 16. Faculty members are urged to attend the exhibit, which will be open all day, and as many of the meetings as they can.

The President Wonders

Why not have Lincoln's birthday set aside to do honor to his memory and his ideals? No other institution in the nation has as much right as we have to so honor and perpetuate his rugged character and clear ideals.

Memoranda from the faculty will be welcomed covering the pros and cons of setting this apart as a complete holiday off-campus or for the dismissing of classes for a certain period of the day to have a special observance in Shryock Auditorium.

Faculty News

Mr. William Neal Phelps is attending a meeting of the Illinois Occupational Therapy Association in Chicago, Illinois, which should benefit our Veterans Information Service.

Mr. J. Henry Schroeder and Mr. Shelby S. Shake attended an Industrial Arts meeting at Terre Haute, Indiana, on February 8 and 9.

Dr. Lay spoke at the Monroe County Teachers Institute at Waterloo, Friday, February 9, and at the Southern Illinois Schoolmaster's Club meeting at Mt. Vernon, Saturday, February 10. About ten members of our faculty attended the Schoolmaster's Club meeting.

Mr. Charles H. Stinson was at the University of Illinois on February 1, 2, and 3 conferring with members of the College of Agriculture.

Attempt to Speed Delivery of Registered and Special Delivery Mail

On the bulletin board in the Business Office there is a sheet prepared by the Carbondale Post Office on which faculty members who want the Business Office to sign for and receive registered mail and special delivery letters addressed to them in care of the University. If that arrangemangement is satisfactory with you, please sign your name on both sheets. We shall return one to the Post Office and keep one for our files.

Faculty members who do not wish to give the Business Office such authority will have to wait until they receive notices from the Post Office when such mail is received, after which they will have to call for same at the U. S. Post Office.

Members of Kappa Delta Pi

The local chapter of the Kappa Delta Pi has asked that the following announcement be made in the Bulletin:

It will be appreciated if all faculty members of the national honor society Kappa Delta Pi will communicate either with the president, Lois Ledbetter, or the chapter counselor, Dr. Douglas Lawson, before the end of this week.

All-School Party

The Student Council wishes to remind the faculty of the all-school party to be held this Friday, February 16, in honor of Dr. and Mrs. Lay and their daughter, Lois, in the Women's Gymnasium from 8:00 until 12:00 p.m. This is the first party planned this year for both faculty and students.

Wanda Kiel

Campus Mail

The Business Office would like to call the attention of everyone to the fact that the slot for mail under the grillwork in the Business Office is for POSTAGE mail only. In spite of repeated pleas to everyone to watch this matter, CAMPUS mail is still being dropped in that slot instead of in the one to the right of the faculty mail boxes. When the letters are sorted at the Post Office, the ones which should have remained on the campus are sent back with a "postage due" stamp on them; and since we have no fund to cover such an item, a difficult situation arises.

We shall appreciate it if faculty members will watch this matter and will ask the students working in their offices to do likewise.

Concerning Absences from the Campus

To Heads of All Departments:

In letters to you reporting approval of faculty members' absences from the campus, I have suggested that much benefit might accrue if members of the staff would report (to members of their department as a group) their actions and observations on any trip which this Office has authorized them to take for the good of the University. (1) Will you please send to the Office of the President a memorandum covering each such trip since January 1, 1945, to this date, stating whether or not you have arranged for such a report to the department, and (2) in all cases hereafter, please submit such a memorandum as soon as practicable after the return of a department member from each trip.

Your comments as head of the department, upon the value (or otherwise) of each trip, will be valuable in our personnel files of the staff members who have served the University on such trips.

To All Members of the University Staff:

We have been following a rather liberal policy with respect to authorizing absence from regular campus duties to attend conferences, meetings, or other trips for the general good of those whom the University serves. I am sure that in most instances a report to the department of your actions and observations would be valuable, and that the head of the department would join me in requesting that you give such an oral report to your colleagues. Of course, I realize that some trips are personal or otherwise confidential in nature and that in such instances no report would be desirable, and if this fact is included in your original request for approval of the trip, I will notify the head of the department that no report is to be presented to the department.

I am asking the head of your department to send me a memorandum following each such trip, stating whether such a report was made by the member of his staff, together with comments as to the benefit received by the Department and University because of your trip.

REQUEST: Regardless of whether such a report is made to your colleagues, immediately upon your return to the campus, please send directly to my Office for my personal study, and our permanent file, a brief report, preferably not more than one page covering (1) basic facts as to the time, place, and circumstances of the trip, (2) sponsoring organization or organizations, (3) your actions or participation, (4) your conclusions, and (5) any recommendations for personal or University action.

I personally anticipate broadening my own knowledge of the services and associations of Southern through studying each report. Also, I trust that in this simple manner we may accumulate the necessary justification for continuing or expanding our present liberal policy.

Chester F. Lay

SOUTHERN ILLINOIS STATE NORMAL UNIVERSITY

FFICE OF THE PRESIDENT

Number 21

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NOTICE

I have been asked to call the special attention of the faculty to the current drive of the Student Christian Foundation to secure funds to be applied to a building site. Your personal consideration and contributions toward the support of the drive will be appreciated by many community and campus leaders.

Chester F. Lay
President

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Our University Bookstore sale, as an effort to start students to building up their own personal professional libraries, was a remarkable success. All of you deserve credit. I am proud of you and the students!

SOUTHERN ILLINOIS NORMAL UNIVERSITY

E OF THE PRESIDENT

Number 21

Thurs., Feb. 15

There will be a special assembly this morning at 10:00 in the Auditorium for all students and faculty. Please announce this to all classes. Attendance is required.

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FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 21

February 19, 1945
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Meetings

No student assembly will be held this week. It will be appreciated if faculty members will make this announcement in their classes.

The Council of Administration will not meet this week, but it will meet at three o'clock Tuesday afternoon, February 27.

Faculty News

Mr. Richard L. Beyer spoke at the Williamson County High School Teachers Institute Friday afternoon, February 16.

Mrs. Ora D. Rogers spoke at the Carterville Women's Club meeting Wednesday afternoon, February 14.

Mrs. Mary Louise Barnes, whose sabbatical leave begins today, February 19, has registered at the University of Illinois for study in Quantity Cookery and Institutional Management.

Dr. Lay spoke at the meeting of the Commerce Club Wednesday evening, February 14, and at the Marion County Teachers Institute at Centralia, Friday, February 16.

The All-University Party

The All-University party (both the game and fun session on the ground floor and the dance upstairs) was so well attended, and smiles and laughter were so universal, that it makes the President wonder if we might have some sort of play-time provided more often.

What do you think?

Bookstore Sale

Our University Bookstore sale, as an effort to start students to building up their own personal professional libraries, was a remarkable success. All of you deserve credit. I am proud of you and the students!

Graduate Fellowships

We have received a notice from the University of Chicago that the Encyclopaedia Britannica, Inc., is offering three graduate fellowships for 1945-46 at the University of Chicago for students who have the Master's degree or its equivalent and who are interested in undertaking research to improve children's encyclopaedias and their utilization. The stipends will range from $1,000 to $2,000 for three quarters. Further information concerning the fellowships may be obtained by writing Mr. Stephen M. Corey, Professor of Educational Psychology, University of Chicago, 5835 Kimbark Avenue, Chicago 37, Illinois.

Concerning Proposed Cut in Recommended Appropriation

President Lay and Business Manager Miles are in Springfield. The President is meeting with the Teachers College Board on Monday; and on Tuesday, both of them will attend the State Budgetary Commission hearings concerning the proposed reduction in the Board's previously recommended appropriation for 1945-47. Chairman Frank G. Thompson's alertness and vigor in challenging the Budgetary Commission and in arranging for this hearing is heartening assurance that Southern has "a friend at court."

The strong and eager response of our students and the entire staff has already resulted in many letters and telegrams which will carry a great deal of weight. Even if the reduction is not stopped now, our protests will tend to prevent other (possibly worse) attacks upon us--and the teamwork on the campus was, and is, so fine that it makes your President carry to his first Board meeting real pride and confidence in Southern's faculty, staff, and student body.

Concerning Spring Vacation

The following letter has been received from Mr. Nickell:

"Dear Dr. Lay:

"The Federal Office of Education, in response to a request received from the O. D. T., has asked that we communicate with all colleges and universities requesting them, as well as the public schools, to cancel their customary spring vacations in order to minimize travel.

"This request is being made because the railroads are so heavily burdened with the transportation of wounded from the battlefields and because there is an urgent need for a free flow of materials to the war fronts.

"This change in arrangements would make it possible for you to end the spring term as many days earlier as the spring vacation required. If this can possibly be arranged at all, I suggest that this request be complied with. It will be of great assistance in the war effort.

Sincerely yours,

Vernon L. Nickell
Superintendent of Public Instruction"

What do you think?

Annual Meeting of Southern Division of I.E.A.

Faculty members may now obtain their tickets for the annual meeting of the Southern Division of the Illinois Educational Association on March 23 from the Bursar in the Business Office. It will be to the interest of the University for faculty members to buy tickets through the Business Office since a definite record will be prepared indicating the number of our faculty who have enrolled. If tickets are secured other than through the Business Office, it is quite possible that we will not have a complete record of faculty members enrolled.

SOUTHERN ILLINOIS NORMAL UNIVERSITY

CE OF THE PRESIDENT

Number 22

February 19, 1945

To the Faculty Members:

Faculty and students are urged to hear Roe Bartle of Kansas City, distinguished Boy Scout Executive and national leader, speak in the Auditorium at 7:30 tonight. Will you please announce this in your classes.

Will you please announce also that there will be no assembly on Tuesday morning this week.

Office of the President

27, at 3:00 p.m.

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Bishop of St. Louis, Regional Director for the National Conference of Christians
and Jews, who will act as chairman of the group; Rabbi A. E. Halpern, pastor of
the B'Nai Amoona Congregation of St. Louis; and Father William Ryan, S. J.,
Associate Professor of Philosphy, St. Louis University. These three men are

SOUTHERN ILLINOIS NORMAL UNIVERSITY

OF THE PRESIDENT

Number 22

February 20, 1945

To All Faculty Members:

Will you please remind students of the mid-winter concert of the Southern Illinois Normal University Orchestra, under the direction of Mr. Van Cleave, which is to be given in the Little Theatre at eight o'clock Wednesday evening, February 21. Considerable time has been spent in preparing the program, which includes a variety of numbers.

(Ordinarily this announcement would have been made in assembly Tuesday morning, but since no assembly was held this week and because the Orchestra has arranged an interesting program, it seems only right to give the concert some publicity.)

Office of the President

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FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 22

February 26, 1945
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Meetings

The Council of Administration will meet Tuesday, February 27, at 3:00 p.m. in the Office of the President.

The Graduate Study Council will meet Wednesday, February 28, at 3:00 p.m. in the Office of the President.

Faculty News

Dr. Bruce W. Merwin and Mr. Elbert Fulkerson attended a meeting of the governing committees of the Southwestern Division of the Illinois Education Association at Highland, Illinois, Thursday evening, February 22.

Dr. Otis B. Young attended a council meeting of the Illinois Academy of Science at Normal, Illinois, on Saturday, February 24. Dr. Young is president of the Academy.

Miss Gladys Babcock was the guest speaker at the Mothers' and Daughters' Banquet at the St. Elmo High School on Thursday, February 22.

Faculty Recreation Night

The Women's Physical Education Department is holding a recreation night for all faculty and their friends on Saturday, March 3, at 8:00 p.m. in the women's gymnasium and recreation room. There will be shuffleboard, bowling, badminton, and table tennis.

Assembly on Wednesday, February 28

The program for the regular student assembly, which will be held this week on Wednesday instead of Tuesday, will consist of a panel discussion on "Brotherhood in a World of Enemies." The members of the panel are The Reverend L. K. Bishop of St. Louis, Regional Director for the National Conference of Christians and Jews, who will act as chairman of the group; Rabbi A. E. Halpern, pastor of the B'Nai Amoona Congregation of St. Louis; and Father William Ryan, S. J., Associate Professor of Philosphy, St. Louis University. These three men are

members of the St. Louis Round Table of the National Conference of Christians and Jews, and are coming to Carbondale for a number of speaking engagements on Wednesday. The Carbondale Ministers Association is the local planning committee for the engagements.

Because of last minute arrangements, no announcement of the program has been made in the Egyptian, so it will be greatly appreciated if faculty members will call the attention of the students to the assembly.

Piano Recital by Mrs. McCaw

Mrs. Maxine Gambs McCaw will present a piano recital Tuesday evening, February 28, at eight o'clock in the Little Theatre. The program is being sponsored by the Music Department, and all the faculty and students are cordially invited to attend.

Pre-registration for Freshmen and Sophomores

By an announcement in the Egyptian for February 23, sophomore students were directed to see their advisers for pre-registration for the spring term. It is understood that a sophomore will go to his adviser of the winter term. All faculty members who assisted sophomores with their programs this term should schedule regular office hours for conference with these students during this week and next week.

Freshmen have been mailed cards which included the names and office hours of their advisers.

Final Examination Schedule
Winter, 1944-45

Class	Examination
3 o'clock.....	Wednesday, March 7 - 2:00 - 5:00
8 o'clock.....	Thursday, March 8 - 8:00 - 11:00
9 o'clock.....	Thursday, March 8 - 11:00 - 2:00
10 o'clock.....	Thursday, March 8 - 2:00 - 5:00
11 o'clock.....	Friday, March 9 - 8:00 - 11:00
1 o'clock.....	Friday, March 9 - 11:00 - 2:00
2 o'clock.....	Friday, March 9 - 2:00 - 5:00

In the case of dove-tailed courses coming the same hour, three-hour courses will meet the first two hours and the two-hour courses will meet the last hour.

Spring Vacation

It has been decided to go ahead with the spring vacation as originally planned. After the last final examination on Friday, March 9, classes will not be resumed until Tuesday, March 20. Registration for the spring quarter will be held on Monday, March 19.

Since the main reason for asking colleges and universities to cancel spring vacations was to lighten the load on transportation facilities and since so many of our students live within a comparatively small area, we are following the original plan of having a week's vacation.

Faculty Time Sheets

To Department Heads:

Time sheets for faculty members will be placed in the mail boxes of department heads early this week for the month of March, 1945. It will be appreciated if these are filled out and returned to the President's Office by Monday, March 5.

When making out his own time sheet, the department head should sign the time sheet only as an employee and not as both an employee and head of department, since the President is signing the time sheets as supervisor for heads of departments.

Hereafter time sheets will be in the mail boxes by the 28th of each month in order that they may be filled out and returned to the President's Office by the 5th of the following month.

The President's Trip to Springfield and Chicago

The President will report to faculty and students upon his actions and findings at Springfield and Chicago at the assembly on Wednesday, February 28.

American Red Cross War Fund Drive

The 1945 American Red Cross War Fund Drive opens on Monday, March 5, and will close Saturday, March 17. Southern Illinois Normal University, as in previous years, will cooperate in this nationwide drive.

Instead of a student assembly on Tuesday, March 6, there will be an assembly on Monday, March 5. The American Red Cross is providing the personal appearance of Mr. Jackie Coogan, formerly of Hollywood and more recently of the

United States Army Air Forces. He has recently returned from two and one-half years of service in the South Pacific and is now stationed at George Field, near Lawrenceville, Illinois.

Dr. Barton, Chairman of the University Committee for the Drive, requests that faculty be informed that although the national drive begins on March 5, we are starting the faculty campaign a week early in order to complete it before the final examinations for the Winter Term start. Some faculty member will solicit you unless you prefer to give your pledge or gift directly to Miss Winifred Burns, Miss Annemarie Krause, or himself. Your cooperation with your committee will be appreciated.

I recognize that contributions to the American Red Cross are primarily dependent upon the social and moral sense of responsibility of the individual faculty member. Personally, I keenly appreciate the services which the Red Cross is rendering to the young men and women who are fighting our battles for us, and I trust that without any exception our faculty and entire staff will join me in making as generous a contribution as their financial conditions can stand.

Chester F. Lay

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY

E OF THE PRESIDENT

Number 23

February 26, 1945

SPECIAL NOTICE

Concerning Assembly on Wednesday, February 28

Student assembly will be held this week on Wednesday, February 28, at 10:00 a.m. instead of on Tuesday. The program will be a panel discussion by the Reverend L. K. Bishop of St. Louis, Regional Director for the National Conference of Christians and Jews; Rabbi A. E. Halpern, pastor of B'Nai Amoona Congregation, St. Louis; and Father William Ryan, S.J., Associate Professor of Philosophy at St. Louis University. The subject of the panel will be "Brotherhood in a World of Enemies".

Classes regularly scheduled to meet at 10:00 on Wednesday will meet at that hour on Tuesday.

President's Office

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Education 501	Curriculum Adjustment
English 508	19th Century Realistic Fiction
Mathematics 430	Synthetic Projective Geometry
Sociology 410	Social Research Methods

FACULTY BULLETIN
Office of the President
Southern Illinois Normal University

Volume X Number 23

March 5, 1945

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Spring Vacation

Spring vacation will begin after the last final examination on Friday, March 9, and will continue until Monday, March 19. Following custom, you are, of course, expected to be in your offices or in the Old Science Building at eight o'clock Monday, March 19, for Spring Term for registration.

Here's wishing us all a restful and refreshing change of scenery--physical, mental, and emotional--in our vacation days!

Final Grades for Winter Term

The final grades for the Winter Term are due in the Registrar's Office by Tuesday noon, March 13. It would be of help to students if you would also post grades on class bulletin boards at that time.

Concerning Graduate Courses for Seniors

Senior students who need less than a full term's work to complete their undergraduate requirements are invited and urged to complete their spring term programs with graduate courses. Since we are anxious to build up our graduate enrollment, advisers of upperclass students should keep this in mind when assisting graduating seniors in filling out their spring term schedules.

All such seniors should see Mr. W. G. Swartz, Chairman of the Committee on Graduate Study, in order to fill out an application for admission to the Graduate School.

Graduate courses which have been scheduled for the spring term are:

Chemistry 403	Physical Chemistry
Education 428	Therapeutic Treatment of the Individual
Education 525	Administration
Education 556	Supervision Seminar
Education 561	Curriculum Adjustment
English 508	19th Century Realistic Fiction
Mathematics 430	Synthetic Projective Geometry
Sociology 410	Social Research Methods

Faculty News

Mr. Walter B. Welch took his Botany 202 class to St. Louis on February 26 to visit the Missouri Botanical Gardens.

Mr. David McIntosh attended a meeting of the Subcommittee on Insurance of the Welfare Committee of the Illinois Education Association on February 23 and 24 in Springfield. This was one of the organizational meetings to set up the I.E.A. Mutual Insurance Company to serve the teachers of the State in health, accident, and automobile insurance.

Mrs. Wanda N. Gum spoke at the annual Founders' Day program of the Parent-Teachers Association at Harrisburg, on February 19.

Mr. S. C. Chandler is one of the collaborating authors of a pamphlet entitled "Pest Control in Commercial Fruit Plantings," published by the University of Illinois College of Agriculture. A revised copy of the pamphlet has just been published. The circular is part of the Illinois State Natural History Survey.

Dr. Lay and Dr. Lawson spoke at the Massac County Teachers Institute, which was held in Metropolis on Friday, March 12.

Material for Annual Bulletin

All department heads are requested to submit material for the annual bulletin to the Registrar's Office by Friday, March 13. Since we have had no ruling concerning the size of the annual bulletin, we are assuming that it can be the same size as it has been the last two years.

Illinois Education Association

On March 23, we are to be hosts to the Southern Division of the Illinois Education Association. Fourteen counties are included in the Southern Division. These are Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Massac, Perry, Pope, Pulaski, Saline, Union, Williamson, and Johnson.

It is my belief and philosophy that a person who belongs to any profession should support and participate actively in its activities. The Association can and does give all needed aid to us at Springfield.

Present S.I.N.U. faculty members of the Illinois Education Association who have enrolled through the Business Office are:

T. W. Abbott	Mabel Lane
Thomas Barton	E. G. Lentz
Hal Hall	Audrey Lindsey
Charles Paterson	

I carry a personal invitation from the Head of the Illinois Education Association at Springfield for us to equal our sister institutions, in two of which <u>every member</u> of the faculty is a member of the I.E.A. Let's measure up to their high standards.

Two weeks ago we announced that membership cards may be secured at the Business Office. I trust that all not listed on the honor roll above will secure membership cards <u>this</u> week.

Chester F. Lay

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 23
March 19, 1945

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The Purpose of This Bulletin

This bulletin is intended to take the place of many conferences in the President's Office and in some instances to make faculty meetings unnecessary. It constitutes the official thought and directions of the President to all members of the staff. Obviously it should be read immediately upon receipt, and action thereafter should be guided accordingly.

Meetings

There will be a faculty meeting on Monday afternoon, March 19, at four o'clock in the front of the Auditorium. Since we are unable to use the Old Science Building because of the painting being done there, we will dispense with the usual faculty tea this time.

Faculty News

Dr. Judson T. Landis gave a summary of his research on the Teaching of Rural Sociology in the Teachers Colleges of the United States before a meeting of the Rural Sociological Society in Chicago on March 16 and 17.

Dr. J. R. Mayor visited the Chicago high schools during spring vacation as a representative of the Office of High School Visitor, University of Illinois.

Dr. Lay addressed the Board of Directors of the Illinois Agricultural Association in Chicago on March 16.

Mr. Elbert Fulkerson spoke at the meeting of the Brush School Parent-Teacher Association on Monday, March 12.

Mr. Howard E. Bosley took the final comprehensive examinations for his doctorate at the Teachers College, Columbia University, on Thursday and Friday, March 15 and 16. He will take his oral examinations sometime this week.

Items concerning the activities of faculty members during the vacation period may be turned in at the President's Office this week for use in next week's Faculty Bulletin.

Graduate Courses to be Offered Spring Quarter

The list of graduate courses for the Spring Quarter which appeared in the March 5 issue of the Faculty Bulletin was incorrect. The final list, as requested of the Graduate Committee of the Board which governs this University, is given below:

Chemistry	403	Physical Chemistry
Education	525	School Finance and School Plant Facilities
Education	428	Therapeutic Treatment of the Individual
Education	556	Supervision Seminar
Education	561	Curriculum Adjustment
English	508	Seminar--Rise of Realism in 19th Century American Fiction
Foreign Language	410	Romance Philology
Mathematics	430	Synthetic Projective Geometry

Approval was asked also for the offering of individual research to those graduate students who are capable of such research and where there are not enough graduate students in that particular field for a regular graduate course. A maximum of four quarter hours of credit may be given for a special research project. A student who is interested in such work should consult any faculty member having a Ph.D. in a department which is now authorized to give graduate work. These departments are Botany, Chemistry, Economics, Education, English, Foreign Language, Geography, Government, History, Mathematics, Physics, Sociology, and Zoology.

The attention of advisers of senior students is again called to the possibility of using a graduate course to complete the schedule of a senior who needs less than a full term's work to complete requirements for a bachelor's degree.

Southern Illinois Regional Conference Sponsored by Illinois State Chamber of Commerce

There will be a Southern Illinois Regional Conference sponsored by the Agriculture-Industry Committee of the Illinois State Chamber of Commerce in cooperation with the Carbondale Business Men's Association, Farm Bureaus, Granges, local Chambers of Commerce in Southern Illinois, and S.I.N.U. on Wednesday, March 21, in Carbondale. The afternoon meeting for officers and directors of the cooperating organizations is to be held in Anthony Hall at four o'clock. In the evening, there will be a dinner at the First Methodist Church at 6:30 p.m. followed by a panel discussion. At that time, Mr. Fred E. Herndon, President, Illinois Farm Supply Company at Macomb, will speak on "Agriculture's Future with Industry"; and Mr. C. W. Jones, Supervisor of the Farm Equipment Department of Sears, Roebuck and Company, will speak on "Problems Facing the Agricultural Implement Industry." An open forum will follow with Mr. Herndon, Mr. Jones, Mr. W. A. Parrish and Mr. C. J. Thomas, both of Carbondale, and President Lay discussing various questions raised by the audience.

Additional information concerning the meeting may be obtained in the President's Office as well as cards to be used in making reservations for the dinner. The President hopes that the faculty will be well represented at the dinner meeting.

Graduate Courses in the Spring Senior Seminar

The list of graduate courses for the Spring seminar which appeared in the March 3 issue of the Faculty Bulletin was incorrect. The final list, as requested of the Graduate Committee of the Senior which approves this seminar, is given below:

Geology	612	Physical Geology
Agronomy	640	Tropical Pasture and Forage Plants
Education	430	Psychologic Problems of the Individual
Economics	590	Governmental Economy
Agronomy	601	Plantation Management
Zoology	504	Ecology—Study of Animals in Their Natural Surroundings
Foreign Languages 611		Spanish Literature
Mathematics	450	Statistic Probability Theory

Advanced was added also for the benefit of individual students who to take graduate courses who are majoring in this particular field for a regular graduate course. A maximum of four hours credit could be given for a special research project. A student who is interested in such work should consult the faculty member during a Dr. D. is a department which is now authorized to give graduate work. These departments are Zoology, Geography, Economics, Education, Sociology, Foreign Languages, Agronomy, Chemistry, Mathematics, Physics, Geology, and Zoology.

The minimum of maximum of senior students is again called to the possibility of using a graduate course to complete the requirements of a senior who needs less than a full academic work to complete requisites for a bachelor's degree.

Summer Training Program Conference
Sponsored by Illinois State Chamber of Commerce

There will be a Southern Illinois Regional Conference sponsored by the Agricultural-Industry Committee of the Illinois State Chamber of Commerce in cooperation with the Southern Illinois Business Men's Association, Mac Murray, Jones, Lewis Counsel of Commerce in Southern Illinois, the [illegible] in Carbondale, Illinois, on [illegible]. The purpose of holding a series of meetings for citizens of the area is the conservation conservation is to be held in Anthony Hall at Four [illegible]. In the afternoon, there will be a tour of the first Experiment Station in [illegible] followed by a joint luncheon, at the [illegible], Dr. Fred E. [illegible], President, Illinois [illegible] Chamber of Commerce, will speak on "Agriculture's Future and Industry", and Dr. [illegible], Department of the [illegible] State, Springfield, will speak on "Problems Facing the Agricultural Industry." [illegible] will [illegible] Dr. [illegible], [illegible] Dr. [illegible], Director of Conservation, and President Lay [illegible] will be asked by the committee.

Public and informal discussion of conservation problems will be invited in the Practical Arts Office on the [illegible] of the land in Southern Illinois. The Practical Arts [illegible] and the faculty will be well represented at the [illegible]

Membership in the Illinois Education Association

As hosts to the Southern Division of the Illinois Education Association, it will be embarrassing to have faculty members of a long established teacher-training institution who have not proved themselves sufficiently professional minded to accept membership in the official organization of the teaching profession in the State of Illinois. Please consider whether you desire to be listed as unwilling to contribute and participate. You may enroll in the I.E.A. at the Business Office through Thursday, March 22.

The Illinois Education Association will be needed next week and from time to time to support legislation in our favor. Nothing less than your individual membership will prove that we are working shoulder to shoulder with the Association.

Chester F. Lay

Chester F. Lay

Policies to be followed in the registration of students for the Spring Quarter, 1945:

1. The course numbering system should be adhered to strictly. Courses numbered 300 or above are for juniors and seniors and should not be registered for by those below those classifications.

2. All seniors who plan to be graduated at the end of the spring quarter should get Miss Shank's written approval of their schedule before they register.

3. A student must check his average for the winter term before he registers for more than eighteen hours for the spring term.

4. If a student's schedule is changed after registration day, the adviser must approve the change on the assignment card.

5. A transfer student who is deficient some of the general requirements should take them in senior college courses if the departments concerned will permit his doing so.

6. Seniors who do not need a full term's work to complete graduation requirements should be urged to register for graduate work. They may elect to take one of the scheduled graduate courses, or to do individual research. If he elects the latter, he should discuss the possibilities with the professor he prefers and report to Dr. W. G. Swartz, Chairman of the faculty Committee on Graduate Work.

   Individual research could be done under the supervision of the following faculty members:

Botany-	Dr. Bailey	For. Lang.-	Dr. Peacock
	Dr. Welch		Dr. Dallmann
Chemistry-	Dr. Neckers		Dr. Davis
	Dr. Abbott	Geography-	Dr. Barton
	Dr. Scott	Government-	Dr. Swartz
	Dr. Van Lente	History-	Dr. Beyer
Economics-	Dr. Segal		Dr. Barnes
Education-	Dr. E. Hall	Mathematics-	Dr. Mayor
	Dr. H. Hall		Dr. Purdy
	Dr. Lawson	Physics-	Dr. Young
	Dr. Merwin	Sociology-	Dr. Landis
	Dr. Mott		Dr. Gum
	Dr. Phelps		Dr. Petroff
	Dr. Ragsdale	Zoology-	Dr. Gersbacher
	Dr. Thalman		
English-	Dr. Harris		
	Dr. Schneider		
	Dr. Tenney		

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7. Special cases of students who wish certain graduation requirements to be waived or changed in their instance are not to come to the President until the matter has been previously taken care of by the Committee on Graduation. The Committee will give the President a report on each and every case coming to its attention including a full statement of action taken and with reasons stated and justification of such action. The President will consider appeals only when this report is in his possession. However, if there be uncertainty as to policy under the new administration, the Committee may report facts and their statement of the issues after which the President will either decide or meet jointly with the Committee to make such decisions.

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 24
March 26, 1945

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The Purpose of This Bulletin

This bulletin is intended to take the place of many conferences in the President's Office and in some instances to make faculty meetings unnecessary. It constitutes the official thought and directions of the President to all members of the staff. Obviously it should be read immediately upon receipt, and action thereafter should be guided accordingly.

Faculty News

Mr. F. V. Wakeland was guest conductor at a high school chorus concert in Fairfield on Friday, March 23.

A Handbook of English, of which Dr. Jesse W. Harris is one of the collaborating authors, is reviewed in the March issue of "College English," an official publication of the National Council of Teachers in English.

Mr. F. G. Warren is speaking before the meeting of the Herrin Rotary Club today, March 26.

Mr. L. P. Lingle attended a meeting of the Executive Committee of the Egyptain Boy Scout Council in Herrin on Monday afternoon, March 19.

Mr. Delmar W. Olson was recently appointed membership chairman for Illinois for the American Industrial Arts Association.

Mr. D. S. McIntosh attended a meeting of the incorporators of the Illinois Education Association Mutual Insurance Company at Springfield on March 23 and 24.

Dr. Tom Barton served as collaborator at a Soil Conservation Education Conference sponsored by the Soil Conservation Service on March 14, 15, and 16 in Chicago. Mr. Barton also spoke on "Soil Conservation" before the Perry County Agriculture-Industry Committee in Tamaroa, sponsored by the Illinois State Chamber of Commerce on Monday, March 19.

Dr. Edward C. McDonagh, Assistant Professor of Sociology now serving with the Armed Forces, has an article, "Military Social Controls," in the January-February issue of Sociology and Social Research.

In the February issue of The Alumni Quarterly, the alumni publication of Illinois State Normal University, there is an article called "Back Home," which tells of Dr. Lay's returning to Illinois.

Mr. Lloyd J. Phipps was the presiding chairman at the evening meeting of the Southern Illinois Regional Conferences sponsored by the Agriculture-Industry Committee of the Illinois State Chamber of Commerce last Wednesday, March 21. President Lay spoke at a luncheon meeting of the representatives of the State Chamber of Commerce and the Rotary Club and the Carbondale Business Men's Association on "The Place of Southern Illinois Normal University in Educating for Agriculture in Southern Illinois." In the afternoon he gave a welcome to the officers and representatives of the State Chamber of Commerce and of the organizations in this area which cooperated in carrying out the conference. He was asked to conclude the day's activities in the evening meeting by speaking on the subject, "How Southern Illinois Normal University Can Serve in Teamwork with Chambers of Commerce and Other Community Groups in Southern Illinois."

On Tuesday, March 20, President Lay addressed a meeting of the Boards of Education and teachers of the grade schools and high school of DuQuoin and the members of the Rotary Club and their wives.

New Supplies

The attention of the faculty and staff members is called to the fact that new supplies, such as Department Requisitions for Supplies, Services and Equipment, and general University letterhead, have been or are being prepared and that old forms with names that are no longer proper should not be used.

Cafeteria

The Cafeteria will close after the evening meal, Tuesday, March 27, and will remain closed until Wednesday morning, April 4, during which time it will be painted.

Student Janitors

The applications for employment of several students for janitorial work have been approved by the President. A list of such students, the building to which each has been assigned, and the number of hours each is to work a month is given below in order that the faculty members in the buildings concerned may know that the students have been employed.

Allyn Building	John Trobaugh	120 hrs.
Auditorium	James Shugrue	120 hrs.
	William R. Stokes	120 hrs.
Kindergarten	William G. Ridgeway	120 hrs.
Main Building	Bill Kummer	120 hrs.
	Teddy Van Winkle	120 hrs.
Museum	Russell Peithman	120 hrs.
Wheeler Library	Bill E. Hinton	120 hrs.

The application for James H. Wilson to serve as an assistant to Mr. Weber, the electrician, has been approved also.

Radio Program on Education

The 87th in a series of "Beyond Victory" radio programs, which is "Education - n International Responsibility," will be given on various broadcasting stations he last week in March and the first two weeks in April. This series of programs s sponsored by the Educational Policies Commission at Washington, D. C. The peakers on this 87th program are Dr. Harlow Shapley, leading astronomer of arvard University, and Mr. James Marshall, member of the New York Board of ducation.

The program will be heard over two stations in St. Louis: KFUO on Sunday, pril 1, at 6:15 p.m., and WEW on Monday, April 9, at 1:30 p.m. The program will e broadcast on two Chicago stations also: WIND on Saturday, March 31, at :45 p.m., and WMBI on Monday, April 2, at 11:30 a.m. The times given are Central ar Time.

This program should be well worthwhile. Why not listen to one of the broad-asts? Please call the attention of your students to the program also.

Faculty Interest in Field Day

One of the wisest counselors of administrators, Mary Follett, presented a very rue idea in her volume Creative Conflict. The vigorous discussion and conflict f opinion at our faculty meeting last week was most encouraging and heartening o me personally. Everybody had opportunity "to say his say,"and I believe good ffects are already visible in our buildings and on the grounds. If the vigor f our discussion will be matched by our intensity of action, the students are oing to have to step lively to keep ahead of us in our trial joint venture, he spring field day on Wednesday, March 28.

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 25
April 2, 1945

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Faculty News

Mr. George Bracewell and Dr. Hal Hall have an article entitled "A Program of Laboratory School Interpretation" in the 1944 Yearbook of the National Association of Supervisors of Student Teaching.

Mr. Glenn (Abe) Martin was the guest speaker at the Rotary Club in Marissa on March 22 at which time the members of the Marissa Township High School basketball team were guests of the club. Mr. Martin spoke also at the annual basketball banquet at Alto Pass on Tuesday evening, March 27.

Dr. R. L. Beyer is speaking to the Herrin Rotary Club today, Monday, April 2.

In the March issue of School Activities, there is a brief write-up by Mrs. Evelyn Rieke describing the work of the University High School Assembly Committee.

Mr. Delmar W. Olson recently made his solo flight at the Macarin Airport, located between Marion and Herrin and named for Marion, Carbondale, and Herrin, and is now working toward his private pilot's license.

Several faculty members are serving as chairmen of committees in connection with the National Clothing Relief Drive. Mr. Frank Bridges is serving as chairman of the committee for collection of clothing for the entire city, Mr. John Wright is chairman of the sorting and packing center, Mr. J. W. Neckers is chairman of the committee for collection at Southern Illinois Normal University, and Mr. W. O. Brown is in charge of publicity for the drive.

National Clothing Relief Drive

The Carbondale Lion's Club is taking the responsibility of organizing the Carbondale campaign for the collection of clothing in the National Clothing Relief Drive this month. To the administration it appears appropriate that S.I.N.U. should cooperate in this worthy cause. The Student Council has adopted this drive as a project in which they will cooperate, also.

Administrative approval and endorsement have been given for placing containers for faculty and student contributions near the cross-halls on the first floor of Main Building. In view of the inherent humanitarian appeal and the prominent part assigned in this community project to members of our staff, I trust that you will give all proper support to this National Clothing Relief Drive.

Photographic Service

Because all of its appropriated funds for student help have been expended, the Photographic Service has had to suspend operations temporarily. Only emergency needs for photographic service can be cared for at present. Report such needs to the President's Office.

Spring Field Day

The hearty and even enthusiastic participation by practically all the faculty members may have surpassed even that of the students themselves in our highly successful spring field day last Wednesday. Many campus residents, Carbondale citizens, and visitors to the University have expressed their admiration for what you all have accomplished in beautifying our buildings and grounds.

The President's only regret concerning the field day was that plans were so far advanced that it was necessary to continue in spite of our flag being at half-mast in a mark of our respect and sense of loss in the passing of Dr. Mary Steagall, Emerita Professor and Head of the Department of Zoology. A committee under the chairmanship of Dr. Gersbacher has been appointed to draft a suitable memorial statement for presentation to and approval of the faculty and students at a special assembly which will be called next week, in lieu of the regular assembly which will not be held on Tuesday, April 10.

Miss Shuman Comes to "Southern"

As announced at our most recent faculty meeting, Miss Helen Shuman, ssociate Professor and Director of Personnel, High Point College, High Point, orth Carolina, has been made Administrative Assistant to the President; for udgetary purposes, her title will be Executive Assistant in Administration and ducation and Assistant Professor.

Miss Shuman begins her services with us today. I am sure you will enjoy nowing and working with her. She will endeavor to assist you and me alike in any matters where faculty and administration must work together. I bespeak our hearty and friendly cooperation with Miss Shuman.

Miss Wanda Kiel continues as Acting Secretary to the President.

Chester F. Lay

Chester F. Lay

(This bulletin is intended to take the place of many conferences in the resident's Office and in some instances to make faculty meetings unnecessary. t constitutes the official thought and directions of the President to all embers of the staff. Obviously it should be read immediately upon receipt, nd action thereafter should be guided accordingly.)

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 26
April 9, 1945

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Meetings

The weekly assembly will be held on Thursday instead of Tuesday this week. Classes regularly meeting at ten o'clock on Thursday should meet on Tuesday.

Dr. Beyer is calling a meeting of the members of the Inauguration Committee for four o'clock Wednesday afternoon, April 11, in the Office of the President.

Faculty News

Dr. Thomas F. Barton and Dr. C. H. Stinson were in Springfield on Sunday, April 8, attending a meeting of the Joint Faculty Salary Schedule Committee.

Dr. Marie A. Hinrichs was Consulting Pediatrician at a clinic conducted by the Illinois Division of Services for Crippled Children in Cairo, Illinois, on Thursday, April 5.

Mr. Leland P. Lingle, president of the Egyptian Boy Scout Council, attended the district meeting of the Nile District in Metropolis on Tuesday evening, April 3. On Thursday evening, April 5, Mr. Lingle was in Vienna as guest speaker at the annual High School Basketball Banquet sponsored by the Vienna Kiwanis Club.

Dr. Judson T. Landis and his brother, Dr. Paul H. Landis, Dean of the Graduate School at Washington State College, have completed a revision of their high school sociology text, Social Living. The new revision is in the process of being printed. The earlier edition has been adopted in approximately 2,500 schools in the United States and the British Empire.

Mrs. Mabel S. Lane has been asked to be the chairman for Jackson County for the Illinois State Co-ordinating Committee of Women Teachers by the state headquarters of that Committee.

President Lay is attending a meeting of the State Teachers College Board in Springfield today, Monday, April 9.

Committee of General Assembly to Visit Southern

The Illinois Legislative Committee of the General Assembly to Visit Educational Institutions will visit Southern Illinois Normal University on Thursday morning. The members of the Committee will appear before the students and the faculty in the regular weekly assembly, which will be held at ten o'clock that morning, April 12.

American Red Cross Blood Bank

We are pleased to cooperate with the American Red Cross, St. Louis division, by calling your attention to the fact that a mobile unit of the Red Cross will be in Carbondale, Tuesday, April 24, at the First Methodist Church, to receive donations of blood plasma. Persons wishing to donate plasma may register at the local Red Cross headquarters any afternoon between one and five o'clock or at the table near the cross halls on the first floor of the Main Building between two and four o'clock any afternoon this week after today.

Since registrations for donations must be in before the end of this week and since the regular assembly will be held on Thursday, it will be appreciated if faculty members will mention the blood plasma bank to their classes. The pertinent facts are:

1. Registrations will be received at either the local Red Cross headquarters or at the table near the cross halls on the first floor of the Main Building.

2. Plasma amy be given any time between the hours of 10 a.m. and 1:45 p.m. on Tuesday, April 24, at the First Methodist Church.

3. A period of at least eight weeks must have elapsed since the last donation of plasma.

4. Students between the ages of eighteen and twenty-one must have the written consent of their parents.

5. Transportation will be furnished from the campus to the church and from the church back to the campus or to the student's house.

Concerning Parties in the Little Theater

The following is a quotation from a letter sent to me this past week by a faculty member:

"One other thing which I have on my chest this morning. I came to my room by the way of the Little Theater and I noticed that at the last party in the Little Theater, paper had been glued on the wall and in one case the glue was allowed to run down the wall and harden. Decorations were thumb-tacked through the

painted canvas on the stage and the draperies looked as if someone had hung on them. Decorations were also hung from the lights and this morning the lights are hanging anything but straight.

"When the Little Theater is decorated for parties, the students seem to think nothing of driving nails in the plaster, pasting brown paper on the walls, which takes the paint off when it is removed. We have tried so hard to keep the Little Theater in good condition for recitals, but unless there is student pride with rules on decorations, which the faculty must help to build, it is going to be quite impossible to maintain the looks of the buildings in such a way that we may take pride in their appearance when guests visit our campus.

"You might be interested to know also that on the first landing on the stairway, there are already rubber heel marks on the newly painted walls. These marks have been there since the day after it was painted. Every student party is supposed to have a faculty sponsor. Could we not through these faculty sponsors enforce the rules as laid down by the Dean of Women's office?"

Honors' Day

Honors' Day Convocation will be held on Tuesday, April 24, at the time of the regular student assembly. Details concerning the convocation will appear in next week's Faculty Bulletin.

To All Department Heads:

We are anxious to have an impressive ceremony in connection with the Honors' Day Convocation and desire to follow the custom of former years by having an academic processional in which one member of each department will take part. Will you please either appear in the processional yourself or designate some member of your department to do so?

Chester F. Lay

Chester F. Lay

(This bulletin is intended to take the place of many conferences in the President's Office and in some instances to make faculty meetings unnecessary. It constitutes the official thought and directions of the President to all members of the staff. Obviously it should be read immediately upon receipt, and action thereafter should be guided accordingly.)

SOUTHERN ILLINOIS NORMAL UNIVERSITY

OF THE PRESIDENT

ume X, Number 27
April 16, 1945

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April 10, 1945

The Inaugural Committee has asked that the following announcement be made:

"Since faculty members are to be in the academic procession at the inaugural ceremonies, those who desire to rent caps and gown should see Mr. Trobough, Manager of the University Bookstore, at their earliest convenience."

Helen A. Shuman
Administrative Assistant
to the President

cent of one month's salary, chargeable against all members of the faculty as listed on the March, 1945, faculty payroll. These assessments may be paid in the Business Office.

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 27
April 16, 1945

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Meetings

Mr. Richard L. Boyer, Chairman of the Athletic Committee, has called a meeting of the Committee for Tuesday afternoon, April 17, at 4:00 p.m. in the Office of the Athletic Director, Men's Gymnasium.

At the regular weekly assembly on Tuesday of this week, the Sphinx Club, honorary organization of students who have given unselfishly of their services to Southern, will announce the names of the new members.

Announcement

While the Office of the President is being painted, the offices will be located temporarily on the second floor of the Auditorium, up the right stairs.

Faculty News

Mr. Glenn (Abe) Martin was the guest speaker at the Attucks High School basketball banquet on Wednesday evening, April 4.

Mr. R. E. Muckelroy attended the Southern Illinois Hereford Breeders' Sale at Anna, Thursday afternoon, April 12.

Faculty Fund

I have been informed that the faculty have voted to authorize a group of its members, of which Dr. Gersbacher acts as chairman, to determine the need for and to assess the faculty to secure moneys for the Faculty Fund from which flowers are purchased. At his request, Dr. Gersbacher was authorized to convene the group on April 4 and they voted an assessment of one-half of one per cent of one month's salary, chargeable against all members of the faculty as listed on the March, 1945, faculty payroll. These assessments may be paid in the Business Office.

Vocational Agriculture Openhouse

The Southern Illinois Normal University High School Vocational Agriculture Department, under the direction of Mr. Lloyd J. Phipps, will be host to a Vocational Agriculture openhouse, to be held April 17, 1945, in Room 105 of the Parkinson Laboratory. The purpose of the openhouse is to acquaint visitors with the results of the Project in Program Planning and Evaluation, being carried on by the Department of Agriculture Education, University of Illinois. This project has been in operation for the past three years in five high schools in Illinois, and is under the direction of Dr. Hamlin. Faculty members and students are cordially invited to attend the openhouse.

Coming Events

Health Institute

The first Health Institute in the State of Illinois to be given by an institution of higher learning for in-service training of teachers of health and physical education, directors of athletics, and school administrators, is being held on April 25 by S.I.N.U. with the State Department of Health and Physical Education cooperating. Dr. Marie Hinrichs has been central in making arrangements, and speakers, among others, will come from Peoria, Illinois, and Washington, D. C. More news on this next week.

Inauguration

The inaugural services marking a new administration at Southern will be held on May 11. The State Teachers College Board has approved a Faculty Committee on Inauguration with Dr. Richard Beyer as chairman. The general plan of the program according to the Committee is as follows: inauguration, 10:30 to 12:30; luncheon, 1:00 to 3:00; four educational conferences, 3:00 to 5:00; and a reception from 3:30 to 5:00.

Further information will be released, like this, to our Faculty for their own information as plans are completed by the Faculty Committee. General publicity to and through the press and the radio is being released through the Teachers College Board.

Honors Day

The annual Honors Day Convocation will be held on Tuesday, April 24, at ten o'clock. Dr. Thomas F. Barton, head of the Geography Department, has been chosen by the Student Council to deliver the Honors Day Address. Parents of the honor students are to be invited to this ceremony as special guests. All faculty members who are to march in the academic processional should meet in the Old Science Gym at 9:45 a.m.

7th War Loan Bond Drive

On May 15, the Southern Illinois Normal University will cooperate with the citizens of Carbondale in their endeavor to subscribe the full quota for the 7th War Loan Bond Drive in five hours, which will be the shortest time this has ever been accomplished in any Bond Drive.

Two matters will interest you concerning some most commendable efforts to spread abroad a fuller understanding of the work and thoughts of the faculty and staff at "Southern."

Public Relations of S.I.N.U.

First, it seems desirable to call attention to the general (and desirable) practice of committing to writing statements which are to go over the air. In order to maintain the necessary records agreeable to Federal practice, and to have a reasonable centralization of pronouncements of a public relations nature, I am asking those who speak on either of our two radio programs to please give a copy of their statements in advance to Dr. Richard L. Beyer, our public relations officer. This merely conforms to the already well-established practice concerning all material which is to be issued from the University for printed publication.

Calls for Speakers for Commencements

Second, a number of requests for the President to make commencement addresses are having to be refused; and requests for recommendation of speakers are being received; this is to invite all who are interested in making commencement addresses to so indicate to Miss Shuman, who will then be able to prepare a mimeographed or printed list of available speakers and their subjects.

Cordially yours,

Chester F. Lay

Chester F. Lay

SPECIAL BULLETIN

April 19, 1945

It is necessary to take the following emergency action because of a telegram received this morning from the contractor who plans to lay a new floor in the main reading room of the Library beginning Monday morning. There are several days of perparatory work necessary before their arrival. Please announce:

Beginning at 10:00 p.m. today the main floor of the Library will be closed, possibly until Thursday of next week. We regret that nothing but reserve books can be circulated during this period. We shall attempt to keep the second floor reserve room open.

Those students who can secure some measure of aid by borrowing books for two-week periods may do so until 10:00 p.m. today.

Chester F. Lay

Chester F. Lay
President

SOUTHERN ILLINOIS NORMAL UNIVERSITY

THE PRESIDENT

ume X, Number 28
April 23, 1945

resident's Office

SPECIAL BULLETIN

April 21, 1945

To all Faculty Members:

There will be a Faculty Meeting in the Little Theatre Monday, April 23, at 4 o'clock. The Music Department will serve as host at the tea immediately preceding the meeting. I expect to go to Springfield the following day and wish to have a meeting before I do so.

Chester F. Lay

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Mr. Edw. V. Miles, Jr., was in Springfield April 18 and 19 working on budget forms with Mr. Hitter.

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 28
April 23, 1945

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Meetings

The faculty Committee on Graduate Study will meet in the President's Office at three o'clock on Friday afternoon, April 27.

Faculty News

Mr. Howard Bosley participated in the program of a meeting of the Illinois Association of Supervisors and Directors of Instruction on April 20 in Chicago.

Mrs. Wanda N. Gum had conferences with personnel at the University of Chicago School of Social Work and the University of Illinois School of Social Work on April 16 and 17.

Mr. Glenn (Abe) Martin was guest speaker at the Egyptian Gateway Hi-Y Council meeting at Centralia on April 17.

Mr. Leland P. Lingle spoke to the Carbondale Community High School basketball team members and their fathers at their annual banquet held the evening of April 11 at the University Cafeteria. On April 13 Mr. Lingle attended the Obelisk District meeting of the Egyptian Boy Scout Council in Harrisburg and discussed the five-year expansion plan of the Council.

Mr. Bruce W. Merwin attended a meeting of the County Superintendents in Benton on April 2.

Mr. Thomas F. Barton was recently elected to membership in the Association of American Geographers.

Mr. Hal Hall has been selected as State Chairman of the High School Service of the Illinois Congress of Parents and Teachers. He will attend a conference of the Illinois officials of that organization April 26 and 27.

Mr. Douglas Lawson has been asked to represent the University as a member of the Carbondale Community Council during the coming year.

Mr. David S. McIntosh directed the chorus at the Mounds Music Festival on April 6.

Mr. Edw. V. Miles, Jr., was in Springfield April 18 and 19 working on budget forms with Mr. Hitter.

Mr. Edward C. McDonagh, member of the Sociology Department and now serving with the Armed Forces, has an article, "Military Social Distance," in the March-April issue of Sociology and Social Research.

President Lay will be in Springfield on Tuesday of this week to attend a hearing of the appropriations bill for the State Teachers Colleges and Normal Universities for the biennium, 1945-47.

College Days

Last week faculty and students from this University participated in a series of "College Days" sponsored by the Illinois High School Principals' Association at five high schools in nearby towns. The meetings were designed to acquaint students with the University and to answer questions concerning college entrance. Faculty members were chosen to represent each of the Colleges in the University--Education, Liberal Arts and Sciences, and Vocations and Professions. Dr. Stinson and Dr. Schneider represented S.I.N.U. at Anna-Jonesboro on Monday; Dr. Lawson, Mrs. Lindsey, and Dr. Young were at Carbondale Community High School on Tuesday; Dr. Landis, Mr. Martin, and Mr. Rahe went to Pinckneyville on Wednesday; Dr. Davies, Dr. Landis, and Mr. Rahe went to Duquoin on Thursday; and Dr. Barton, Dr. Phelps, and Mr. Schroeder went to Murphysboro on Friday. Southern will benefit materially from the good work done by our faculty members at these "College Days."

College Day at Wells High School

Wells High School in Chicago is having a College Day on May 7. If any one of the faculty will be in the Chicago area that date, Miss Shuman would like to talk with her or him.

Round-table Discussion for Physical Education Instructors

A Health Education Institute takes place on this campus Wednesday of this week, the first ever held in Illinois by an institution of higher learning. Upstate visitors from Peoria and Springfield will be here.

Also a dinner meeting and round-table discussion is being held at the Cafeteria for physical education instructors of this area. Mr. Frank Stafford of the United States Office of Education at Washington, D. C., will be speaker at the dinner meeting.

District Meeting of Illinois Agricultural Association

The members of the twenty-fifth district of the Illinois Agricultural Association will meet on the campus on Wednesday, April 25. We welcome these visitors to our campus and hope that their stay with us will be both pleasant and profitable.

Requests for Commencement Speakers

Any other faculty members who are interested in making commencement addresses are asked again to please leave their names and subjects in the President's Office with Miss Shuman before the end of this week.

Special Committee

The following are asked to work as a special committee to consider the fountain east of Old Main and to propose any actions needed: Miss Doris Crader, President of the Student Council; Mr. George Schroeder, President of the Senior Class; Miss Lulu D. Roach; Mr. Irvin Peithman; and Miss Helen A. Shuman.

Please Remind Your Students

Dean Lentz requests that you please remind your students (1) that riding bicycles on walks is in violation of the city ordinance and contrary to observance of the practices concerned with safety of pedestrians and riders alike, and ask them please to abide by the law and to think in terms of possible consequence when tempted to think that it does not matter this time; and (2) that students may have the privileges of Thompson Lake only by invitation.

Certainly none of us would wish law enforcement officers to step in to handle such matters. Your fullest and most tactful cooperation in influencing your students will be appreciated.

To the County Representatives:

It has been my thought to have a meeting of the County Representatives this spring, but time is passing and it does not now seem practical; therefore, will the faculty representatives for the counties assume the responsibility of planning a time for your visits and do what you can in promoting "Southern" in the same way that you have done in previous years.

I am well aware that getting gasoline, especially for visiting those counties some distance away, is a very difficult problem. If my signature on a request to get supplemental gasoline will do any good, I shall be glad to sign such a request.

Besides taking along with you a supply of the pamphlet, "Illinois Needs Teachers," (obtainable in the President's Office) the Egyptian, and the Obelisk, here are a few points (suggested by Dr. Beyer, who is experienced in public relations) which might be used with effectiveness in your interviews with students:

(1) S.I.N.U. is no longer exclusively a teacher training institution, but now affords to the students of the area training in liberal arts and in vocations as well. The word "Normal" in our official name is therefore somewhat misleading, and doubtless there are many people, students and adults, who still view this institution as a teacher training institution, and that alone.

(2) Emphasis might well be given to the fact that Southern is the only fully accredited degree-granting institution in this area.

(3) Low tuition fees and reasonable living costs, as well as opportunities for employment, always have made an appeal to prospective students.

(4) Unusual opportunities for those prepared for teaching is a sound argument that can be used this year.

(5) High school seniors might be told of the advantages of entering college at once, and thereby "get in" a part of their higher education before they are called for military service.

Doubtless, you will think of additional material that can be used in your promotional work. I realize that you have been carrying on this kind of work for a number of years, and perhaps know better than I those things that should be said on these occasions.

Cordially,

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 29
April 30, 1945

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Meetings

There will be a faculty meeting at four o'clock Thursday afternoon, May 3, in the Little Theatre. The Men's Physical Education Department will be host at the tea preceding the meeting.

The group commonly called the Council of Administration will meet at four o'clock, Wednesday afternoon, May 2, in the President's Office.

Faculty News

Mr. Leland P. Lingle officiated as starter and referee of the annual Herrin Relays at the Herrin Township High School on Friday afternoon and evening, April 27.

Mrs. Julia Neely addressed the Harrisburg chapter of Delta Kappa Gamma on Saturday, April 28.

President Lay, Dr. Douglas Lawson, Mr. C. C. Logan, and Miss Helen Shuman are attending the University of Chicago Teachers College Conference, which is being held today and tomorrow, April 30 and May 1. Mr. Logan will participate in a round-table discussion on Audio-Visual Aids.

Honors' Day

Miss Doris Crader, President of the Student Council, has asked that the following statement be made in the Faculty Bulletin:

> "The Student Council wishes to thank the faculty members who participated in the Honors' Day Program, especially those persons who took part in the procession, the speaker, Dr. Barton, and Dean Lentz.
>
> "We feel that faculty participation lends an air of dignity to the occasion which would be lacking otherwise."

Meeting of County Superintendents

The county superintendents of twelve southern counties in Illinois, a group known as the Southern Block of County Superintendents, will meet on this campus on Friday, May 4. Many of these men are alumni of Southern, and in their cases, the meeting will have a double purpose, for they will want to renew acquaintances among the faculty.

Faculty Time Sheets

Faculty time sheets will be placed in the boxes of department heads today. The sheets should be filled out and returned to the President's Office by Saturday, May 5. In the case of a faculty member who teaches in more than one department, signatures of both department heads or supervisors should be obtained. Dr. Abbott's signature should be included on the time sheets of those faculty members who teach extension classes.

Cordially,

Chester F. Lay

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 30
May 9, 1945

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Meetings

Miss Shuman is calling a meeting in her office on Wednesday afternoon, May 9, at 4:00 p.m. to consider the fountain east of Old Main Building. The members of this committee are Miss Doris Crader, Mr. Irvin Peithman, Miss Lulu D. Roach, Mr. George Schroeder, and Miss Shuman.

Faculty News

Dr. Wanda N. Gum and Dr. William Neal Phelps attended the conference of the St. Louis branch of the National Vocational Guidance Association held in St. Louis on April 27.

Dr. Charles H. Stinson classified dairy herd at Eldorado, Illinois, with Dr. W. W. Yapp of the University of Illinois Dairy Department on Tuesday, May 1.

Mr. Leland P. Lingle attended the Regional Meeting of the Boy Scouts of America at East St. Louis, Illinois, as one of the representatives of the Egyptian Council, on Tuesday, May 1. Mr. Lingle is president of the Egyptian Council.

Mr. Glenn (Abe) Martin was the guest speaker at a banquet at the Pinckneyville High School on Wednesday evening, May 2. The banquet was given in honor of the basketball team and coach of the high school.

Mr. Howard E. Bosley conducted a reading clinic in the city schools of Chester on Saturday, April 28.

Lt. Reba K. W. Hartley has an article entitled "A Nurse Looks at the Navy" in the April, 1945, issue of the American Journal of Nursing. Lt. Hartley is now serving as assistant director of cadet nurses at the Naval Hospital in Oakland, California.

Dr. O. B. Young, Dr. Walter B. Welch, and Dr. Charles H. Stinson attended the meeting of the Illinois Academy of Science at Normal, Illinois, on Saturday, May 5. Dr. Young is president of the Academy.

Miss Charlotte Zimmerschied and Mrs. Elsie P. McNeill attended the meeting of the Illinois branch of the American Association of Physics Teachers at Urbana, Illinois on Saturday, May 5. Miss Zimmerschied is the secretary of this State organization.

We Begin a Herd of Beef Cattle

Representatives of the Agriculture Department have reason to be proud of their success in securing from the University of Illinois' Dixon Springs Experiment Station three fine young Herefords to begin our herd of beef cattle. The President says that, viewed from Thompson Street, the cattle make a very pretty sight in the alfalfa.

Lost, Strayed, or Stolen - One Typewriter

Mr. Miles has received the following notice from Mr. Gus Trobaugh of the Store Room:

> "Between the hours of 3:30 p.m. Friday, April 20 and 4:30 a.m. Saturday morning, April 21, there was a Royal Portable Typewriter Deluxe Model No. P232495 taken from the S.I.N.U. Store Room by some person or persons, unknown to me and to date I have not heard anything of the typewriter."

Naturally, Mr. Trobaugh is anxious that the typewriter be returned or that he be informed as to who is using it.

Academic Procession for Inauguration

Dr. Richard L. Beyer, Chairman of the local Inauguration Committee, makes the following announcement:

"To All Members of the Faculty:

> "The academic procession on Inauguration Day, Friday, May 11, will form in front of the new gymnasium at 10:00 a.m. Members of the faculty will appear in academic regalia. The line of march will be according to the listing of the names in the catalogue.
>
> "In case of rain, the procession will form on the first floor of the Main Building.
>
> "The inauguration ceremony in Shryock Auditorium begins at 10:30 a.m. Inasmuch as the ceremony is to be broadcast, it will be necessary to adhere to schedule as closely as possible."

I bespeak for the committee your cordial assistance in their exceptionally important work.

Committee on Housing

I am asking the following to serve as a Committee on Housing:

Mrs. Roscoe Pulliam, Chairman

Miss J. Minnette Barber
Mr. Glenn Martin
Dean E. G. Lentz
Mr. Edward V. Miles, Jr.
Dr. William B. Schneider
Miss Helen A. Shuman
Dr. Charles D. Tenney
Dean Lucy K. Woody

Mrs. Pulliam is planning to call a short meeting of the group some time before the meeting of the Teachers College Board here on Thursday of this week, so that our Committee may consult with the Board's recently appointed Committee on Housing. The members of the Board's Committee are:

Mr. Richard F. Dunn, Chairman
Miss Harriet McIntire
Mr. Lindell W. Sturgis

Cordially,

Chester F. Lay

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY

OF THE PRESIDENT

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SPECIAL BULLETIN

May 9, 1945

The local Inauguration Committee asks that the following announcement be read to the classes:

The students of S.I.N.U. are cordially invited and urged to attend the inaugural ceremonies for President Chester F. Lay on Friday, May 11.

Open to them as well as to the general public are the inauguration proper at 10:30 a.m. with Governor Green and President Lay as the speakers, the educational conferences at 3 p.m.; and the reception for President and Mrs. Lay in Anthony Hall from 3:30 to 5:30 p.m.

[illegible] ~~Carbondale hopes to reach~~ its quota for the 7th War Loan Drive between the hours of two and seven o'clock on Tuesday, May 15. All local places of business will be closed during that time, and the University has been asked to cooperate. As was announced in the last faculty meeting, the University Advisory Council has approved our dismissing classes at 2:50 p.m.

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 31
May 14, 1945

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Faculty News

Lt. (j.g.) Homer C. Rose, a member of the staff of the Industrial Education Department who has been on leave of absence since August, 1942, and is now the Officer in Charge, Instructor Training Program, Amphibious Command, Atlantic Fleet, has recently published several articles on the training program and instructional techniques. The following articles have been published in the Industrial Arts and Vocational Education magazine: "Instructor Training for the Amphibious Forces", March, 1945; "Instruction Sheet on Teaching Techniques", May, 1945; "Visual Aids on Teaching Techniques", June, 1945. Lt. Rose was an Instructor Trainer with the War Department at Fort Knox from August, 1941, to October, 1943, and has been Officer in Charge of the Amphibious Instructor Training Program since September, 1944.

President Lay is speaking to the Christopher Rotary Club this evening. The members of the club are having their wives and the members of the Christopher Teenarian Club as their guests also at the meeting.

Senate Hearing of Our Appropriations Bill

The Senate hearing of H.B. 466, our appropriations bill, is scheduled for Tuesday afternoon, May 15. All of the presidents of the State teachers colleges and normal universities have been asked to be present, and President Lay is leaving tonight to attend the hearing.

The bill has already passed the House, and we believe that it will pass in the Senate also without any difficulty.

7th War Loan Drive

As all of you no doubt know, Carbondale hopes to reach its quota for the 7th War Loan Drive between the hours of two and seven o'clock on Tuesday, May 15. All local places of business will be closed during that time, and the University has been asked to cooperate. As was announced in the last faculty meeting, the University Advisory Council has approved our dismissing classes at 2:50 p.m.

Faculty members are asked to leave their pledges for the purchase of bonds at their regular voting places. Since only pledges are being accepted at the polls, the bonds may be purchased, as usual, through the Business Office. Our Teachers College Board requested at the meeting on May 10 on this campus, that bond purchases be reported monthly to Springfield.

Let's help Carbondale reach its quota tomorrow afternoon!

The Inauguration Services

An impressive number of visiting delegates and others commented with high favor upon the quality and comprehensiveness of the services held by the State Teachers College Board and the faculty marking the formal inauguration of my work at Southern. Most of you probably already know by now that the great bulk of thought and effort was carried by the following committee: Dr. Richard L. Beyer, Chairman, Dr. T. W. Abbott, Dean E. G. Lentz, Mr. Edward V. Miles, Jr., Miss Lulu D. Roach, Dr. Charles D. Tenney, Mr. Floyd V. Wakeland, Dean Lucy K. Woody, and Miss Doris Crader, Student Representative. Miss Helen Shuman also gave constant assistance as did many of you faculty members, the Student Council, grounds and buildings employees, and the young ladies in my office. While I realize that much of this loyal effort was inherent in the situation, the many expressions of friendly good will justify me in feeling a deep personal appreciation. As they say in Texas, "Ah sho' do thank you!"

Also, Mrs. Lay and I thank you for the beautiful flowers which we received last Friday. We are still enjoying them, and appreciate your thoughtfulness and friendship.

Sincerely,

Chester F. Lay

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

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Volume X, Number 32
May 21, 1945

Faculty News

Mr. C. C. Logan and Dr. J. R. Purdy visited the Valier Township High School Thursday evening, May 17. Mr. Logan showed several reels of films on scientific subjects to the members of the Science Club.

The regular spring visitation to high schools of southern Illinois is now being done by the county sponsors. High schools in a few of the counties were visited this past week. Mr. Glenn (Abe) Martin visited high schools of Wayne County on Monday, May 14; Dr. J. Cary Davis visited high schools of Clay County on Thursday afternoon and Friday, May 17 and 18; and Miss Frances Barbour and Dr. William B. Schneider visited high schools of St. Clair County on Friday, May 18.

Dr. Richard L. Beyer, Mr. Glenn (Abe) Martin, Mr. Leland P. Lingle, and Dr. Charles D. Tenney attended the conference meeting of the Illinois Intercollegiate Athletic Conference and the annual track meet and tennis tournament held at Bloomington on Saturday, May 19.

Mr. Frank Bridges attended the State High School track finals at Champaign on Friday, May 18.

Announcement from Wheeler Library

Mr. Howard E. Bosley asks that the following announcement be made in this bulletin:

> "The 1945-46 magazine subscription list for Wheeler Library is now being prepared. If any faculty members desire to propose additional titles for this list, they should write or see the Librarian at once."

New titles may be added to the magazine collection if some journal which is important to the University has failed to get on our subscription list in past years, or if a new periodical of significance to us is being published.

Soil Conservation Meeting

The International Harvester Company is sponsoring, in conjunction with the Soil Conservation Service and Southern Illinois Normal University, a meeting on soil conservation on this campus Thursday morning, May 24, at ten o'clock.

While the meeting, which is to be held in the Little Theatre, is primarily for International Harvester dealers of Southern Illinois, any faculty members and students who are interested are invited to attend. Mr. S. R. Golden, Soil Conservationist at Crab Orchard Lake, and Mr. George Fager, U. S. District Soil Conservationist, Harrisburg, will be the speakers. Discussion will follow the lectures.

Material for Special Bulletins

Since there is a considerable unencumbered balance in our State appropriation for printing, we will welcome the assistance of faculty members in preparing explanatory material concerning the work in, and opportunity afforded by, their departments. The chemistry staff has already submitted such material.

Band Concert

Mr. McIntosh asks that mention be made in the Faculty Bulletin of the S.I.N.U. Band concert which is to be given Tuesday evening, May 22, in the Shryock Auditorium.

Reports for the President's Office

Faculty members are reminded that their personal reports for the year 1944-45 are due in the President's Office before Wednesday, May 23. If you have not received a copy of the form to be used for this report, you may obtain one at the President's Office.

The departmental reports for the year, requested of department heads at the meeting of the faculty on May 3, are due in the Office by May 31.

Final Examination Schedule
Spring, 1945

Class	Time of Examination
3 o'clock	Tuesday, June 5 - 1:00 - 4:00
8 o'clock	Wednesday, June 6- 8:00 - 11:00
9 o'clock	Wednesday, June 6-11:00 - 2:00
10 o'clock	Wednesday, June 6- 2:00 - 5:00
11 o'clock	Thursday, June 7 - 8:00 - 11:00
1 o'clock	Thursday, June 7 -11:00 - 2:00
2 o'clock	Thursday, June 7 - 2:00 - 5:00

In the case of dove-tailed courses coming the same hour, three-hour courses will meet the first two hours and the two-hour courses, the last hour.

Regular classes will be held Tuesday morning, June 6.

Fall Term Schedule of Classes

The Registrar has reminded us that if any department heads are planning to be absent from the campus the first summer session, they should come to the Office of the Registrar and recommend their schedule of classes for the fall term before the close of the quarter.

United States Veterans Administration Guidance Center

A Guidance Center for veterans, under the direction of Mr. W. R. Pinkerton, who was sent here from the Chicago office of the Vocational Rehabilitation and Education Division of the Veterans Administration, was established on this campus last week. The Center, which will do work in advising veterans in this area, is located on the first floor of the Old Science Building.

Faculty members interested in personnel work with the Guidance Center are asked to see either Mr. Pinkerton or Dr. O. B. Young today. The Center is urgently in need of people to do such work. It is expected that seventy-five veterans a month will be brought here for testing and counselling.

Observance of Memorial Day

Classes will be dismissed from nine o'clock until eleven o'clock on Wednesday, May 30, in order that students and faculty may attend the Memorial Day services which are to be held by the American Legion at the City Cemetery on East Main Street. The matter of dismissing classes for the whole day has been given serious thought, by the administration as well as a number of faculty members, and the conclusion is, that it would be best not to take off the whole day.

Sincerely,

Chester F. Lay

Chester F. Lay

P.S. We are planning to use the assembly period on Tuesday, May 29, for the giving of miscellaneous awards and honors which have accrued during the year but which have not been given earlier this spring.

If you know of any such awards, will you please leave a memorandum at the President's Office, giving the necessary information before Saturday, May 26.

SOUTHERN ILLINOIS NORMAL UNIVERSITY

OF THE PRESIDENT

May 23, 1945

SPECIAL BULLETIN

Will you please announce in your freshmen classes that a Student Council election will be held between the hours of 1:00 and 4:00 Thursday, May 24, for voting off the tie which resulted between two freshmen candidates, J. R. Hart and Harry Pirtle, in the election on Tuesday, May 22. The polls will be located on the sidewalk leading to the north entrance of Old Main Building.

Thank you.

Office of the
President

May 23, 1945

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SPECIAL BULLETIN

May 23, 1945

The University Advisory Council, after considerable discussion, have voted, with my encouragement and full approval, the taking of Wednesday, May 30, as a day for doing honor to those who have died in service of their country. No classes will be held that day, but the Wednesday schedule of classes will be followed on Thursday, May 31, instead of the regular Thursday schedule.

Chester F. Lay

Chester F. Lay

May 23, 1945

SPECIAL BULLETIN

As many of you desired and requested by petition, there will be a Faculty Meeting to discuss the matter of salaries for the coming biennium in the Little Theatre at four o'clock on Monday afternoon, May 28.

I had expected to be able to call a meeting this week, but the Business Office needs more time to assemble some factual material.

The staff of the Women's Physical Education Department will be hosts at the tea preceding the meeting.

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 33
May 28, 1945

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Meetings

As was announced in a special bulletin last week, there will be a faculty meeting in the Little Theatre at four o'clock on Monday afternoon, May 28. This meeting was requested by a petition signed by several faculty members for the purpose of discussing salaries for the coming year. Also, an important announcement and explanation is to be made by President Lay concerning the purchases of War Bonds and reporting upon bond purchases hereafter.

The staff of the Women's Physical Education Department will be hosts at the tea preceding the meeting.

Miss Shuman has called a meeting of the Publications Committee, which Dr. Lay named last week, for Tuesday afternoon, May 29, at three o'clock in the Student Lounge of the Old Science Building. The members of this committee are Miss Shank, Dr. Tenney, Miss Burns, Dr. Barnes, Miss Barbour, and Miss Shuman, Chairman.

Assembly

The Assembly for this week will be the third and final honors day assembly. Mention will be made of the following men who have earned letters in varsity sports during the school year of 1944-45:

Football: William Arnold, George Beltz, James Benedict, Leedio Cabutti, John Catlin, Bill Cosgrove, Gary Dangutis, William Eaton, Gerald Engelhart, Robert Fox, Edward Hoffman, Don LaSusa, Charles Lewis, Sam Milosevich, Norman Nilsson, Earl Robert, J. D. Shields, Robert Stanton, Hewey Tweedy, Harry Williamson, and Dale Houghland.

Basketball: Bill Aldridge, Leedio Cabutti, Donald Dillow, Richard Foley, Richard Harmon, Sam Milosevich, Norman Nilsson, Earl Robert and Don Sheffer.

Track: Richard Avis, William Berry, William Eaton, Robert Edmonds, Allison Golden, Richard Harmon, Sam Milosevich, Paul Moss, Earl Robert, Hewey Tweedy, James Upchurch, and Clarance Willis.

Tennis: James Norman, Don Sheffer, Paul Smith and Ted Cain.

Within our conference we won second place in each of these sports this year. In addition, the basketball team won fourth place in the National Basketball Tournament held in Kansas City in March.

Other awards and honors to be mentioned are the Charles Neely Scholarship award of the local chapter of the American Association of University Professors, awarded to Miss Jane Mitchell; the Illinois Congress of Parents and Teachers Scholarship, awarded to Miss Mary Mann; the scholarship plaque of the Independent Student nion, to be awarded to the organized house having the highest scholastic average for fall and winter terms of this year; and the Betty Rhodes Memorial Scholarship from the Delta Sigma Epsilon Sorority, to be awarded to Miss Alice Jean Clark.

Because of the lack of time, the Madrigal singers did not give their portion of the program last Tuesday, May 22, so they will sing tomorrow.

President Lay will call attention to and read from the famous proclamation, "Order of the Day for May 11" of General John A. Logan, by which Memorial Day for the Nation was established in Carbondale, Illinois, in 1868.

Forwarding Address for Summer

All faculty members who will not be on the campus during the first summer session are asked to leave their names and addresses in the President's Office and in the Business Office, in order that they may receive the Faculty Bulletin and their mail.

Inauguration Pictures

There is in the President's Office a set of pictures taken of the inauguration services on May 11 by the official photographer. An order for additional pictures is to be placed very soon and, while there is a shortage of photographic paper, we are hoping to be able to secure pictures for faculty members who might like to have copies. If you are interested, will you please stop by the Office sometime this week concerning the matter. The prints, which are 8" by 10", will cost $1 each.

Memorial Day

As was announced in a special bulletin last week, classes will be dismissed on Wednesday, May 30, for the observance of Memorial Day.

Material for Faculty Bulletin

In submitting news items or other materials to be used in the Faculty Bulletin, it will be appreciated if hereafter you will supply two copies, so that one may be filed with our official copy of the Bulletin and the other may be filed to the credit of the individual faculty member concerned.

Seniors to Be Excused from Examinations

As was announced in the faculty meeting on May 3, 1945, the University Advisory Council approved on May 2, 1945, the excusing of graduating seniors from final examinations the spring term only in those courses in which they have averages of "C" or better in order that they may participate in Senior Week activities. This ruling is to apply to this year's class only (that is, all those who are to participate in the Commencement exercises on June 8), and the excusing of seniors next year to participate in Senior Week activities will be based on the success of the activities this year.

Cordially,

Chester F. Lay

Chester F. Lay

COMMENCEMENT INSTRUCTIONS

June, 1945

For the Baccalaureate Service and the Commencement Exercises the faculty will meet in the new gymnasium to form in line for the Academic Procession. The members will march in alphabetical order. In case of rain the faculty will meet in the Old Gymnasium.

The candidates for degrees will meet in the Main Building; the candidates for the Master of Science in Education, and the Bachelor of Science in Education will assemble on the first floor. The candidates for the B.A. and B.S. degrees will assemble on the second floor. The June and Summer Sessions groups will form in alphabetical line separately, beginning at the central stairway.

The order will be the same for both Baccalaureate and Commencement. Be present by 7:15 p.m. Monday, June 4, and by 9:00 a.m. on Friday morning, June 8.

In regard to Academic Costumes, "the cap is an essential part of the academic dress and is to be retained on the head throughout all academic exercises except during prayer."* The position of the tassel has little if any significance but for the sake of uniformity the tassel should be placed so as to hang over the left front of the cap. Also, for the sake of appearance, the top of the cap should be parallel with the floor.

At the end of the Processional everyone should remain standing until after the Invocation. When all have marched in and are in place, the President will remove his cap at which time all men should do the same. After the invocation, all should be seated, the men replacing their caps. After the address all degree candidates will arise on signal. The class is presented, the degrees are conferred, and the diplomas presented as the students walk across the stage. All should remain standing until everyone is back in place. In case of doubt, all should look to the marshals for information.

The diplomas will be presented directly. To avoid errors each candidate should give his name to the person presenting him the diploma. Those who do not finish until the close of the summer session will receive empty covers. These should be returned to the Registrar's Office immediately after the exercises. Students who fail to do this will receive diplomas without covers.

* The Educational Record, Vol. 16, July, 1935, pp. 357-361.

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 34
June 5, 1945

* * * * * * *

Faculty News

Miss Frances Barbour has been named the Illinois State Chairman for a research project for the American Dialect Society, a position formerly held by Dr. Esther Power, now doing war work in Washington, D.C. As the state Chairman, Miss Barbour will work through the five teachers colleges and the universities of the State to obtain an area-wide collection of purely American proverbs and sayings to determine those that are of local and those that are of national usage.

During the past year the Roberts-Harris-Johnson Handbook of English, published by the Oxford University Press, has been adopted for use in twenty-nine colleges and universities, including schools in all sections of the United States and the University of Hawaii. Dr. J. W. Harris, of the Southern Illinois Normal University faculty, was one of the collaborators in the preparation of this book.

President Lay gave the Commencement address at the Carterville Community High School Friday evening, May 5 and the Commencement address at Golconda Community High School on May 31. He also gave the Memorial Day address on Sunday, May 27, at the Baptist Community Church in Reagan School District, east of Ozark, and the Memorial Day address at the Zion Church near Golconda on May 30.

Miss Winifred Burns gave the Commencement address at the Carrier Mills High School on Friday, May 25.

Mrs. Mae T. Smith reviewed her book, Famous Dogs of Famous People, before the Tourist Club in Princeton, Indiana, on Saturday, May 19.

Mr. Elbert Fulkerson made the Commencement address for the graduating class of the Golconda Elementary Schools on Friday evening, June 1.

Dr. Richard L. Beyer gave the Commencement addresses for the graduating classes of the Joppa High School and Hoyleton Public Schools on May 31 and June 1.

Mr. Leland P. Lingle served as Starter and Referee for the annual Southwestern High School Conference Track and Field Meet at Belleville, Illinois on Saturday, May 26. Mr. Lingle was also the Starter and Referee for the Illinois State District Track and Field Meet held at the Belleville High School two weeks ago.

Dr. Thomas F. Barton gave the Commencement address at the Mounds Township High School, May 31.

Mrs. Audry Lindsey accompanied six University High School students to the Science Fair of the St. Louis High Schools and to the St. Louis Art Museum to see original paintings of Audubon and Minaboni, on Saturday, May 26.

Dr. Charles H. Stinson took his "Cereal Crops Disease" Class on a field trip to the Sparta Soil Experiment Field on Friday afternoon, June 1. Dr. Stinson was called to Herrin on Thursday afternoon, May 31, to consult on greenhouse soil problems.

Dr. Douglas Lawson gave the Commencement address at the Thebes High School on June 1.

Dr. Wanda N. Gum attended the Community Relations Seminar at Springfield, Illinois on Saturday, June 2.

Request for Reports

Will the chairman of each committee which has functioned during the year 1944-45 hand in a report not longer than one page to the President's Office by Friday of this week, June 8?

Those persons directing sub-divisions of the University who have not yet handed in reports are asked to please do so at their very earliest convenience this week.

Requisitions for Printing

Anyone who is preparing material for printing should get a requisition from Mr. Miles immediately. He will give you instructions for filling it out. Accompanying the requisition that goes in to Springfield must be (1) a copy of the material including pictures and (2) the estimated cost of printing. (Be sure to make your estimate large enough to cover the cost.)

After the requisition is filled out in Mr. Miles' Office, it must be approved, as you know, in the President's Office. Mr. Miles is of the opinion that if the material is not in Springfield before June 15, we will have little hopes of having it approved there for payment with the money appropriated for the biennium.

Final Grades for Spring Term

The Registrar's Office asks that the following announcement be made:

> "Final grades for the spring term are due in the Registrar's Office by eight o'clock, Monday morning, June 11. Grades should also be posted on class bulletin boards by that time in order that students may check their grades before registration.
>
> "It will be greatly appreciated if faculty members will turn in their grades as soon as they are completed. The Registrar's Office will be open Saturday forenoon."

Summary of Action of State Teachers College Board on Recent Reports from Southern

Although the late President Roscoe Pulliam had died shortly before the meeting of the Teachers College Board on April 3, 1944, Southern Illinois Normal University's report to the Board had been prepared by him. Mr. Miles submitted it. The following items were approved by the Board:

Concerning Faculty

1. The resignation of Dr. Gottfried Duschak and Mr. Merrill Muzzey.
2. The granting of leaves of absence to Mr. Robert W. English, Mr. Jean Fligor, Miss Agnes Johnson, and Miss Thelma Kellogg.
3. The granting of a sabbatical leave for Mr. Howard E. Bosley.
4. The confirmation of temporary appointments of Mrs. LaDaw Bridges, Mrs. Lydia Ragsdale, Mr. Frank Ellis, and Mrs. Ota Reynolds.
5. The appointment of Mr. Shelby Shake.
6. The confirmation of the adjustment in the salary of Mr. John Wright.
7. The promotions of Mr. R. A. Scott, Mr. Ted Ragsdale, and Mr. Charles D. Tenney to the rank of professor; of the promotions of Miss Dorothy Davies, Mr. W. C. McDaniel, Mr. Burnett Shryock, Mr. Walter B. Welch, Mr. J. W. Harris, Miss Mary Entsminger, and Mr. Hal Hall to the rank of associate professor.
8. The salary schedule for faculty for both summer sessions, 1944.

Concerning Employees

1. The employment of Mr. James Wilson and Mr. Vern Stearns.
2. The granting of the leave of absence of Mr. Charles Williams.
3. An adjustment in the salary of Mr. Rudolph Weber.

The following items in the report prepared and submitted by Acting President Bruce W. Merwin were approved at the June 6, 1944, meeting of the Teachers College Board:

Concerning Students

1. The acceptance of the scholarship claims in the amount of $4167.50.

Concerning Faculty

1. The acceptance of the resignation of Miss Ruth Husband.
2. The granting of leaves of absence to Mr. Edward C. McDonagh, Mr. V. A. Buboltz, Mr. Homer C. Rose, Mr. Orville Alexander, Mr. Melvin Segal, Mr. Allan H. Bone, and Miss Thelma Kellogg.
3. The granting of sabbatical leaves to Mrs. Helen Matthes, Mrs. Dorothy Muzzey, Mr. J. H. Schroeder, and Mr. George Bracewell.
4. The inclusion on the summer pay roll of the names of Mr. Willis Malone and Mr. Elbert Fulkerson.
5. The promotions of Mr. O. B. Young and Mr. J. Henry Schroeder to the rank of professor; Mr. Leland Lingle, Mr. William Neal Phelps, Mr. John Wright, and Mr. Glenn (Abe) Martin to the rank of associate professor; and Miss Ruth Husband, Miss Louise Bach, Miss Gladys L. Smith, Mr. Charles Paterson, Mr. Elbert Fulkerson, and Mr. Louis Petroff to the rank of assistant professor.
6. The annual pay roll for faculty, as submitted.

Concerning Employees

1. The annual pay roll for employees as submitted.

Concerning Organization

1. The 1944-45 calendar.

The next time reports were submitted by the presidents was at the February 19, 1945 meeting. President Lay gave his first report at that time. The following items, most of which had been carried over from the previous administration, were approved by the Board:

Concerning Students

1. Validation of the graduation of the students whose names were listed for June, July, and August, 1944.

Concerning Faculty

1. The acceptance of the resignations of Mrs. Josephine A. Cagle, Miss Virginia Congreve, Mrs. Ruby Price Henderson, Miss Louise Pain, Miss Dorothy Rolens, Mr. Burnett H. Shryock, Miss Jean Vaupel, and Miss Mary Elizabeth Bruce.
2. Granting of leaves of absence to Mrs. Dorothy Kellar Carty, Mr. W. C. McDaniel, and Miss Martha Hughes Scott.
3. Granting of a sabbatical leave to Mrs. Mary Louise Barnes.
4. The adjustments in salary or status for Miss Louise Bach, Miss Lulu Clark, Mr. Bruce W. Merwin, Mr. O. B. Young, Miss Wanda R. Kiel, Mr. Richard L. Beyer, Mr. Edw. V. Miles, Jr., Mr. Glenn (Abe) Martin, and Mr. Chester F. Lay.
5. The appointments of Mrs. Jane Miller Burch, Mrs. Lucy Fligor, Miss Mary Lou McNeill, Mr. Delmar Olson, Miss Louise O'Neil, Miss Frances Phillips, Mr. Harves C. Rahe, Mr. Loren Spires, Miss Zita H. Spradling, Miss Helen Ruth Starck, Miss Jean Stehr, Miss Mary Holmes, and Miss Leontine Golden.

Concerning Employees

1. The employment of Mr. Enoch Betts, Mr. Herman Bain, Mrs. Bertha Rentfro, Mrs. Frances Bowers, and Mr. Carl I. Hagler.
2. The transfer of Mrs. Cora Fulgham, and Mr. Joe Thomas.
3. Inclusion on the annual salary, 1944-45, of the names of Mr. James Roy Hale and Mr. Harry A. Michael.
4. An adjustment in salary for Mr. David Boyd, Mr. Daniel B. Green, Mr. Leroy Nelson, and Mr. Joe Thomas.
5. The Civil Service leave for Mrs. Clara D. Bloodworth.
6. Acceptance of the resignations of Mrs. Louise Wimberly Girtman, Mr. David Boyd, and Mrs. Evelyn Bacon.

The following items were approved at the April 9, 1945, meeting of the Teachers College Board:

Concerning Students

1. The scholarship claims in the amount of $5780.

Concerning Faculty

1. The termination of employment of Mrs. Alice DiGiovanna and Miss June Mallams.
2. The leave of absence for Miss Mary Entsminger.
3. The promotion of Mr. Douglas E. Lawson from the rank of associate professor to that of professor and an increase in salary ; and the promotion of Mr. John Allen to instructor.

Concerning Faculty (con't.)

4. Increases in salary to the nearest dollar for Miss Lulu D. Roach and Mr. Flemin W. Cox to simplify the preparation of salary schedules beginning with the summer.
5. The appointments of Miss Helen Shuman as Assistant Professor and Administrative Assistant to the President; Miss Anna Laura Kennedy and Miss June Otrich as substitute teachers to take care of Miss Mary Entsminger's classes; and Miss Leontine Golden, Miss Mary Holmes, and Miss Irene Liebig to supervise home economics students doing practice teaching this quarter.
6. The salary schedule for the first and second summer sessions, 1945.

Concerning Employees

1. The employment of Mr. Carl Kinsey as Maintenance Carpenter.
2. The employment of Mrs. Ruth Ferguson, Mrs. Ruth Stearns Dangbar, Mrs. Grace Roberts Throgmorton, and Mrs. Zella Morray.
3. The transfer of Mr. Joe Thomas.

Concerning Organization

1. The calendar for the summer session, 1945, and for the academic year, 1945-46.

Concerning Curriculum

1. The 1945 Spring Term graduate program including new courses, all as submitted to, and approved by, the Board's Committee on Graduate Study in February.

Concerning Buildings and Grounds and Related Policy

1. A committee was named by the Board to study the existing and impending housing situation as it affects students, faculty, and administration. Mr. Dunn is chairman of the Board's Committee on Housing, and the other members are Miss McIntire and Mr. Sturgis.
2. Authorization was given Southern Illinois Normal University for arranging for the use of Giant City State Park facilities for various phases of our program.

Concerning Policy

1. The Board stated that its policy regarding leaves of absences was that they would be granted only for military service.
2. When a salary is found to have been paid without presidential request and Board action of the individual case and when such salary exceeds the Board's salary schedule for the academic rank of the individual concerned, the salary should be returned to a sum within the schedule for the rank of the individual concerned.

The following items were approved at the May 10, 1945, meeting of the Teachers College Board:

Concerning Faculty

1. The extension of Dr. Orville Alexander's leave of absence for another year, September 1, 1945, to September 1, 1946.
2. A sabbatical leave for the school year of 1945-46 for Mrs. Evelyn Rieke.
3. The change in duties of Mr. E. G. Lentz.
4. The appointments of Miss Frances Phillips for the first summer session; Miss Elizabeth Hollis for the spring quarter, 1945; Miss Kitty Osborne and Miss Lucille Walker to supervise practice teaching in art for the spring quarter, 1945; Mrs. Roscoe Pulliam; Dr. Arthur J. TerKeurst as Associate Professor and Executive Assistant in Administration and Education and Dean of Men.

5. The retirement of Miss Helen A. Baldwin.
6. The Board decided that Dr. Robert Cassell's position at this University no longer existed since he elected to remain with the United States Department of Agriculture after July 1, 1944, rather than return to this University.

Concerning Other School Employees

1. The employment of Mrs. Pearl R. Allmon.
2. An extension of leave of absence for Mrs. Clara D. Bloodworth, provided it is granted by the Civil Service Commission.
3. The resignation of Mrs. Ruth Stearns Dangbar and Mr. Vern Stearns.
4. The termination of services of Mr. Enoch Betts.
5. The re-appointment of Mr. Carl Kinsey.

Concerning Organization

1. The name "College of Vocations and Professions" for the College intended to train young people for a livelihood other than teaching.

Summer Session Registration

Registration for the summer session will be held in the Men's Gymnasium and will begin at 8:00 a.m. on June 11, 1945. All faculty members should be at their posts by that time.

Concerning Course Numbers

At the meeting of the University Advisory Council on Monday afternoon, June 4, the question of course numbers was discussed and the following rules were formulated concerning registration for courses numbered either above or below a particular student's rank.

1. A student in the third term of any year may register for a course classified for the succeeding year without special approval other than that of his adviser.

2. A student experienced in a particular field may register, with special approval of either the dean of his college or the President of the University, in a subject higher than his classification.

3. A junior or senior may take freshman and sophomore courses needed to complete graduation requirements with the approval of his adviser.

4. In the summer session when visiting professors are added to the faculty, regulations may be waived sufficiently to allow any student to take a course a year above his rank.

Cases not covered by any of the above regulations are to be referred either to the deans of the colleges or to the President for special approval.

Sincerely,

Chester F. Lay

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 35
June 11, 1945

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The Purpose of This Bulletin

This bulletin is intended to take the place of many conferences in the President's Office and in some instances to make faculty meetings unnecessary. It includes the official thought and directions of the President to all members of the staff. Obviously it should be read immediately upon receipt, and action thereafter should be guided accordingly.

Faculty News

The following members have been added to the staff of Southern Illinois Normal University:

Eugene R. Fair — Professor and Dean of the College of Education
B.S., Northeast Missouri State Teachers College, Kirksville, Missouri; M.A., Columbia University; Ph.D., State University of Iowa; post-doctoral study, University of Minnesota.

Arthur J. TerKeurst — Associate Professor, Dean of Men
A.B., Hope College, Holland, Michigan; M.S., Ph.D., Northwestern University; post-doctoral study, University of Chicago.

Dorothea Swan — Assistant Professor of Art
A.A., Stephens College; B.F.A., Art Institute of Chicago; M.A., University of Chicago; additional work in art and education, Stephens College, Pennsylvania Academy of Fine Arts, Art Institute of Chicago, and University of Chicago.

Monroe S. Carroll — Professor and Consultant in the College of Vocations and Professions
Dean of School of Business, Baylor University, Waco, Texas; Ph.D., University of Chicago,

Rothwell C. Stephens — Professor of Mathematics
Head of Mathematics Department, Knox College, Galesburg, Illinois; Ph.D., University of Iowa.

Robert V. Allen — Instructor in History
B.Ed., Southern Illinois Normal University; additional work, one year on the Master of Arts Degree, Yale University.

Mary Belle Craver — Faculty Assistant, Library
B.Ed., Southern Illinois Normal University; B.S. in Library Science, University of Illinois.

The present addresses and telephone numbers of the faculty members are:

Dr. Eugene R. Fair, 801 South Washington Avenue, Phone Number 681Y.
Dr. Arthur J. TerKeurst, 413 West Jackson Street, Phone Number 706YM.
Mrs. Dorothea Swan, 505 West Cherry Street, Phone 990K.
Dr. Monroe S. Carroll, 305 Harwood Avenue, Phone Number 408Y.
Dr. Rothwell C. Stephens, 706 West Cherry Street, Phone Number 635L.
Mr. Robert Allen, 403 South Washington Avenue, Phone Number 696L.
Miss Mary Belle Craver, RFD 2, Murphysboro, Phone Number 39F3.

Those wishing to consult Mr. Allen will find him in Room 208, Old Main Building; Dr. Carroll and Dr. Fair on the second floor of the Shryock Auditorium; Miss Craver in Wheeler Library; Dr. Stephens, Room 313, Old Main Building; Mrs. Swan in the Art Department; and Dr. TerKeurst in the Dean of Men's Office, Old Main Building.

Mr. Glenn (Abe) Martin was the speaker at the regular weekly meeting of the Carbondale Lion's Club on Friday, June 8.

Mr. Elbert Fulkerson gave the Commencement Address at Elizabethtown on Friday evening, June 8, for eighth-grade graduates of the Hardin County Rural Schools.

Announcements

We are happy to introduce Mrs. Lois Nelson, graduate of S.I.N.U. in 1944, and Head of the Commerce Department of Carbondale Community High School, who is for the summer term working as faculty assistant in the President's Office. She began her work June 4. Miss Florence Alston and Miss Virginia Eckert, student assistants in the President's Office during the regular school year, are not in attendance at summer school. Miss Eckert is acting as counselor in a Girl Scout Camp in Springfield, Illinois.

There will be a Get-Acquainted Tea in the Little Theatre at ten o'clock next Tuesday morning, June 19. This will consume the time of the regular assembly period. All faculty members are urged to be present.

The publicity during the summer school session is to be handled by Miss Louise Bach, Office 305, Allyn Building. She will be assisted by Miss Catherine Sullivan as the student assistant. Please send those items which should have publicity to Miss Bach through the faculty mail exchange.

During the summer months, the hours of the President's Office will be: Monday through Friday, 9 a.m. - 12 M.: 1 p.m. - 4 p.m.; Saturday, 9 a.m. - 12 M.

A committee composed of Drs. Abbott, Beyer, Lawson, Gersbacher and Mr. Miles has been appointed by the President to work on the Internal Budget.

Meetings

There is to be a joint meeting of the Social Life Committee and the Entertainment Committee in Dean TerKuerst's office at three-thirty Thursday afternoon.

The personnel of the Entertainment Committee is as follows: Charles, Tenney, Dorothy Davies, Walter Welch, Floyd Wakeland. Willard Gersbacher. Those in the Social Life Committee are Miss Shuman, Dean TerKeurst, Mrs. Pulliam, all ex-officio; Mrs. Barnes, Miss Burns, Miss Davies, Mr. Lingle, and Mr. McIntosh.

"First Day of School"

Hundreds of new faces--students and faculty--hopeful and eager for new work and new fun, all in keeping with the new spots of sunshine breaking through the war clouds. A beautiful campus with many hundreds of fine young people all showing a new lift of the spirit: that's Southern as I see it to-day.

Sincerely,

Chester F. Lay

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY

E OF THE PRESIDENT

June 14, 1945

SPECIAL BULLETIN

There will be a very important special assembly
both faculty and students Friday morning, June 15, 1945,
10 A.M. in the Auditorium for the purpose of discussing
c legislation affecting the future of this University.
ase read this announcement to all of your classes.
nty representatives are asked to sit on the stage.

Chester F. Lay
President

me X, Number 36
June 18, 1945

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paper on Tuesday at the State Meeting of the County Superintendents Association in Champaign, Illinois. The paper concerns the Science section of the State Course of Study.

President Lay plans to attend the State Meeting of the County Superintendents Association in Champaign, Illinois on Wednesday, to which all five presidents of the teachers colleges have been specially invited to address the conference upon the new developments in their institutions.

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 36
June 18, 1945

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The Purpose of This Bulletin

This bulletin is intended to take the place of many conferences in the President's Office and in some instances to make faculty meetings unnecessary. It includes the official thought and directions of the President to all members of the staff. Obviously it should be read immediately upon receipt, and action thereafter should be guided accordingly.

Request for Reports--On Action Concerning Legislative Bills 417 and 772

Will all county sponsors who met with student groups after the called assembly last Friday please make immediate, brief, written reports to the President's office of the results of the meeting. Please sign your statement and name your county.

Will all persons who contacted organizations asking them to take steps in respect to Senate Bill 417 and House Bill 772 get, if possible, a report on what action was taken by the organization and the procedure used by them. We should like very much to have these reports given to Miss Shuman in the President's office.

Faculty News

Dean Eugene Fair is attending to-day a meeting of the Illinois Committee on Public Education at the Hotel Morrison in Chicago, Illinois. The principle topic under discussion is the junior college movement in Illinois.

Dr. Fair is also in attendance at a three-day meeting, June 18, 19, and 20 of the State Meeting of the County Superintendents Association in Chamapaign, Illinois.

Mr. Willis Malone of the Rural Education Department will present a paper on Tuesday at the State Meeting of the County Superintendents Association in Champaign, Illinois. The paper concerns the Science section of the State Course of Study.

President Lay plans to attend the State Meeting of the County Superintendents Association in Champaign, Illinois on Wednesday, to which all five presidents of the teachers colleges have been specially invited to address the conference upon the new developments in their institutions.

Dr. Thomas F. Barton gave an address on Tuesday, June 12, over KMOX on Soil Conservation.

Meetings

A meeting was called last Wednesday evening in the President's office to determine what steps should be taken, if any, concerning Senate Bill 417 and House Bill 772. The persons present were:

Dr. Chester F. Lay, President	Miss Louise Bach
Mr. Edward Miles, Jr.	Mr. John Wright
Dr. Charles Stinson	Dr. Eugene Fair
Dr. Ted Ragsdale	Mr. Howard Bosley
Dr. Talbert Abbott	Dr. Bruce Merwin
Miss Hilda Stein	Miss Gladys Babcock

The plan of action decided upon was as follows:

1. Mimeograph lists of members in congress in Southern third of state.
2. Present problem to Carbondale Business Men's Association and request for support.
3. Publicity Director of College submit story in local paper as well as papers in surrounding towns.
4. Call an assembly to explain problem and proposed action. Divide into county groups in charge of county sponsors. Provide with post cards and mimeographed lists of members in congress to be contacted.
5. Miss Hilda Stein, State President of American Association University Women, contact state legislation chairman who in turn will contact Branch chairman.
6. Contact all organizations requesting support and giving necessary information concerning action. Request them to file record with college regarding their action.

The following organizations were contacted:

League of Women Voters	Illinois Agricultural Association
American Association of University Women	S.I.N.U.Alumni Association
State Association of A.A.U.W.	Rotary Club
Women's Federated Club	American Legion
Delta Kappa Gamma	Veterans of Foreign Wars
Business and Professional Womens' Club	Lions Club
Carbondale Business Mens Association	Schoolmasters Club
Illinois Educational Association	Southern Illinois Incorporated

STUDENT HELP TIME SHEETS

Mr. Edward V. Miles, Jr., Business Manager, submits the following:

Our biennium closes June 30, 1945, and all invoices chargeable against personal services, applicable to the present biennium must be paid from the appropriations of the present biennium. Inasmuch as regulations provide for only one student help payroll per month chargeable against personal services, it will be necessary that all student help time sheets covering any services rendered during the present fiscal year, not paid, be included on our next student help payroll.

It will not be possible to include on the July student help payroll, the services of any student who worked prior to July 1. Therefore, all student help time sheets applicable to the present year remaining unpaid, should be submitted to the business office in approved form not later than July 3.

CENTRALIZED TYPEWRITER REPAIR DEPARTMENT

Also Mr. Miles has called my attention to our Centralized Typewriter and Office Machine Repair Department, maintained to service the typewriters and office machines belonging to the University. This department is equipped with personnel, tools, and spare parts necessary to make all repairs except possibly some major breakdowns. In many instances typewriters require only a good cleaning and some minor adjustments, and this work can be performed on short notice if the Service Department is called. Since this Department is maintained at the expense of the University, members of the staff should avail themselves of the opportunity of the service. At any rate, it will be the policy of the University to utilize the service of this Department for the repair of all typewriters and office machines.

The Carbondale Business Mens Association responded promptly and admirably when asked to help in regard to our Post-War Building Program. Oral reports from our county group meetings are excellent promises of help.

Sincerely,

Chester F. Lay

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY
Carbondale, Illinois
FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 37
June 26, 1945

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Calendar of Recreational Activities

The committee on recreational activities, headed by Dean TerKeurst, has submitted the following schedule of activities for the

Week of June 25:

Tennis Tournament	Monday, seven o'clock
Play Night	Tuesday, seven o'clock
Student Music Recital Directed by Mr. Wakeland	Wednesday, eight o'clock
Twilight Baseball	(Monday, six o'clock (Wednesday, six o'clock (Thursday, six o'clock

Week of July 2:

Stag Party (Student Christian Foundation)	Thursday, seven-thirty o'clock
Outdoor University Sing and Movie	Friday, eight o'clock
Folk Festival--Giant City Lodge	Saturday and Sunday
Twilight Baseball	(Monday, six o'clock (Wednesday, six o'clock (Thursday, six o'clock

U. S. Folklorist in Recitals Here

June 29--July 1

John Jacob Niles will sing American Folklore Music at

1. A Specially Called Assembly, ten o'clock, next Friday morning

2. Giant City Park Lodge, two-thirty, Sunday Afternoon

Faculty, students of the University and of the Campus Training Schools are invited to the Assembly. Anyone connected with the University and interested persons from City of Carbondale are invited to the Sunday afternoon Recital at Giant City Lodge.

[illegible]

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[illegible]

Mr. McIntosh and I have both heard Mr. Niles and we can promise that his concerts will provide a unique experience. Mr. Niles is a folklorist from Kentucky and sings with inimitable charm. He accompanies himself with a dulcimer that looks like a lute. The songs themselves are simple and beautiful.

MUSIC CAMPS AT GIANT CITY LODGE

The Music Department of the University is planning a series of Music Camps at Giant City Lodge in July.

July 1 Folk Lore Recital, John Jacob Niles

July 7 -8 Folk Lore Festival, Mr. and Mrs. David McIntosh and other members of the faculty. The entire program is attached to this bulletin.

July 14-15 Sacred Choral Festival, Mr. Floyd Wakeland, Director.

July 28-29 Orchestra Clinic, Planned by Mr. Emerson S. VanCleave, and directed by Mr. Gene Chenoweth, New Castle, Indiana.

* * * * *

Child Guidance Clinic

A three-day Child Guidance Clinic is being held in cooperation with the Institute for Juvenile Research on the college campus Tuesday, Wednesday, and Thursday of this week. The Chicago staff consists of Dr. Sophie Schroeder, psychiatrist; and Mr. Robert Danzig, psychiatric worker. The sessions are from 8:30 to 11:50 in the morning and from 2:00 to 3:50 in the afternoon. Dr. Douglas Lawson is conducting the staffings of the clinic.

Administrators, Supervisors and all college students including student teachers are invited to attend the staffings and seminars.

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Announcements

J. R. Purdy submits the following: "Department heads are again reminded that all orders for textbooks for the fall term should be in the Book Store not later than June 30."

* * *

Miss Marjorie Shank, Registrar, has called my attention to the fact that Heads of Departments should submit proposed schedules of classes for the fall term to the Registrar's Office within the next week. The College of Education Faculty should submit theirs to Dean Fair, who will make final arrangements with the Registrar. Please Note: that 16 credit hours constitutes a full teaching load, any lesser schedule requires justification.

Mr. Hutchins and I have only heard Mr. Hiss and so can present that his remarks will provoke a lengthy discussion. Mr. Hiss is a distinguished Alumnus and speaks with instant eloquence. He is accompanied tonight by a distinguished Alumnus, Lewis Lipp & Sons. The seven Instructors are charmed and honoured.

BRIEF TOUR OF THE NEW SITE ADDED

The audio-visual department of the University is planning a series of small films at that site. Our series is this:

Film 1 Film Lore Building, John Jones Hall.

Film 2-4 Film Lore Buildings, Mr. and Mrs. Hall students and staff members of the Company. The series program is planned to fill twelve.

Film 14-16 Modern Dance Studios Building, Mr. Floyd McLeod, Director.

Film 20-22 Undergrad Clubs, Planned to see Mr. Morgan, Mr. Tuckerman and always to see Mr. Hiss Commerce. Mr Cash, Editor.

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CELLA WOMENS CLUBS

A large-scale Cella Womens Clubs is being held to be compatible with the Institute. The Cultural Committee of the Cella Women Clubs, with Theodore of this week. The Clubs meet monthly or by Special Committee appointment, and use modern methods, particularly movies. The members are free with us lately to the meeting and then also to appear in the art gallery. Mr. Theodore Lowen is presenting the activities of the clubs.

Administrators, Supervisors and all Cella Women Students Medical Teams by the Institute to attend the Institute and Seminar.

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ANNOUNCEMENTS

- A Study Guide for Philosophy, Communication Arts are again available that will aid in the Lectures for the Fall term which is in the near Sense and Jones also Lower 30.

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The Institute Studio, Medicine, has moved to Building 12 the Fall Terms at Cinemas-Arts Medical Studio Computer Laboratory at Hall 1 The Fall Term is the Institute's Other Studio the most work. The Cinemas of Film Medical Studio Medical Studio Medical Studio Film Studio, was well made Film Medical Cinemas with the Institute. Lunch club: Time is Seven Hours Monthly a Fall Economy Lunch, Mr. Jones Medical Cinemas Institute.

* * *

There will be no regular Assembly, Tuesday, July 3. Friday ten o'clock classes of June 31 will meet on Tuesday, July 3 instead, to make up for missing class during the Special Music Concert of John Jacob Niles on Friday, June 29.

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All classes will be dismissed on July 4, 1945.

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To heads of departments and divisions of the University:

First: When because of illness or any other reason, it is impossible for any member of the faculty (or other staff member) to perform his duties, a written report explaining the facts and the circumstances is to be submitted by you to the Office of the President as soon as this information is known. Specific points of fact to be included are (1) the day that he was unable to return to classes because of illness or accident and (2) whether or not he wishes to make application for sick leave and disability benefits.

Second: A written report is to be made by you also when the faculty or other staff member resumes his duties, and this report should include any other facts relevant to the situation.

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To all Members of the Staff:

Reports to the President should be so addressed, and should be signed and also dated. Any action desired of the President should be clearly stated at the beginning or at the end of the report. If you will comply with these simple features, the work in the Office of the President will be considerably facilitated, and your cooperation will be appreciated.

* * * * * *

Dean TerKuerst has been asked to plan the programs for the assemblies during the first term of summer school.

* * * * *

FACULTY NEWS

Dr. Judson T. Landis has been elected as the Illinois Representative on the Executive Committee of the Midwest Sociological Society.

Mr. Aaron Bohrod, formerly Artist-in-Residence at S.I.N.U., recently won the first of sixteen awards, the Logan Medal and a $500 prize, at the 49th exhibition for Chicago artists now being shown at the Chicago Art Institute. The prize-winning oil painting was entitled "Joan of Arc in Montebourg".

Miss Alberta Gibbons is listed as one of those cooperating in the preparation of the 18th Yearbook of the National Council of Teachers of Mathematics. This Yearbook has just been published under the title "Multi-sensory Aids in the Teaching of Mathematics". Part of the materials which Miss Gibbons was invited to send to the committee preparing the Report were descriptions and pictures of classroom materials which she has exhibited at national meetings of the Council.

* * * * * * *

It won't be long now! In a few days Miss Kiel and Miss Sherman will have in the mail your notice of position and salary for 45/46. I hope you are as pleased as, yours truly,

Chita Fay

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[illegible]

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SOUTHERN ILLINOIS NORMAL UNIVERSITY
PROGRAM for the FOLKLORE FESTIVAL

GIANT CITY PARK

Saturday, July 1

9:00 Leave from the Campus for the Park. All who are going should be in front of the Auditorium by 9:00 A.M.

9:30 Arrive at the Lodge to get cabin assignments.

10:00 Folklore Plant Hike -- Dr. W. M. Bailey

11:15 Lecture and Discussion on the Meaning of Folklore --David S. McIntosh

12:00 Lunch. Informal singing and story telling will be a feature at all meal times.

2:00 Southern Illinois Singing Games and Songs will be presented and taught to the group -- Mr. and Mrs. David S. McIntosh and Mrs. Elsie Parrish McNeill.

4:00 Informal period

5:30 Dinner

7:00 Folk Tales and Folk Songs -- Mr. John Allen, Dr. Bruce Merwin, Dr. J. W. Harris, Mr. and Mrs. McIntosh, and students.

8:00 to 10:00 Grand March - Singing Games - Square Dancing -- Mr. and Mrs. McIntosh, Mrs. Elsie Parrish McNeill, and Mr. Gilbert Crawshaw.

Sunday, July 8

7:00 Bird hike with emphasis on the legends and superstitions associated with birds -- Mrs. W. M. Gersbacher.

8:30 Breakfast

10:00 Religious Folk Music -- Rev. John McCaw
Informal singing of hymns and religious songs, and spirituals

12:30 Dinner

1:30 Indian Folklore of Southern Illinois -- Dr. Bruce Merwin

2:00 Folklore as the Director of the Southern Illinois Normal University Museum sees it -- Mr. John Allen

2:30 Panel Discussion. The Values That Accrue, From the Study of Folklore-- Mr. David McIntosh will direct the discussion, and all resource people will take part on the panel.

Total Expense for Week end at Giant City Park, $3.75

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 38
July 2, 1945

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RECREATIONAL ACTIVITIES

The committee on recreational activities, headed by Dean TerKeurst, has submitted the following schedule of activities for the

Week of July 1 - 7

Monday, July 2	Twilight Baseball	Chautauqua Street Field	6:30 p.m.
Wednesday, July 4	No Classes		
Wednesday, July 4	Twilight Baseball	Chautauqua Street Field	6:30 p.m.
Thursday, July 5	Stag Party	Student Christian Foundation (907 S. University)	7:30 p.m.
Thursday, July 5	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Friday, July 6	University Sing & Movie	Auditorium Steps	8:00 p.m.
Saturday, July 7	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Saturday, July 7	Folk Festival	Giant City Park Lodge	10:00 p.m.

Week of July 8 - 14

Sunday, July 8	Folk Festival	Giant City Park Lodge	7:00 a.m.
Monday, July 9	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Tuesday, July 10	Book Exhibit	Old Gymnasium	12-4 p.m.
Wednesday, July 11	Superintendents & Principals Conference & Banquet	Little Theatre and Cafeteria	2-4 p.m. 6:30 p.m.
Wednesday, July 11	Book Exhibit	Old Gymnasium	All Day
Thursday, July 12	Book Exhibit	Old Gymnasium	8-12 a.m.
Thursday, July 12	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Thursday, July 12	Special Interest Lecture	Little Theatre	7:00 p.m.
Saturday, July 14	Chorus Rehearsal	Giant City Park Lodge	10:00 a.m.

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COME ALL YE FACULTY TO ANTHONY HALL!

Anthony Hall has invited the student body and all members of the faculty to an all-school backward party, Saturday, July 7, 8-11 p.m. Remind the students of this invitation. It was extended to them in the Assembly last Friday.

* * * * *

SPECIAL INTEREST LECTURE

Mr. Rothwell Stephens, Head of the Mathematics Department at Knox College, who is teaching at Southern this summer will give the first Special Interest Lecture of the Summer School in the Little Theatre, July 12, at seven-o'clock. It will be about forty-five minutes long. You can avail yourselves of this opportunity and keep other engagements later in the evening. Faculty and students are invited. There will be several special interest lecture periods during the first summer term.

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FOLK-LORE FESTIVAL

All who are going should be in front of the Auditorium by 9 o'clock Saturday, July 7. Folklore, singing, games, story-telling, legends, superstitions, religious folk music, and Indian folklore will be featured Saturday and Sunday.

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DINNER, WEDNESDAY EVENING, JULY 11

School men of Southern Illinois and book exhibitors will be the guests of Southern at a dinner in the Cafeteria, Wednesday, July 11, at 6:00 p.m.

All members of the faculty are urged to be present. Tickets will be $1.25.5 Reservations are to be made with Dean Fair by Saturday, July 7.

For details, see program for Annual Book Exhibit.

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ANNOUNCEMENT

Mr. H. E. Bosley submits the following notice:

The College Film Service has brought to the campus this week a set of 48 slides entitled "Modern Architecture For The Modern School". The series is prepared and distributed by the Museum of Modern Art in New York City, and it well deserves the attention of teachers and administrators of this area.

The slides are being shown at 4:30 p.m. Tuesday, July 3, in Room 109, Parkinson Laboratory Building. Visitors are welcome.

Faculty members wishing to use these pictures in classes may schedule them by seeing Mr. Logan.

The slides are brought here for Mr. Bosley's class entitled "Planning The Small School Plant".

INCOME TAX EXEMPTIONS

Mr. Edward V. Miles, Jr. wishes to call your attention to the following:

The regulations of the State Auditor of Public Accounts regarding payroll procedures make it possible to put changes in exemption status of income taxpayers into effect only twice a year; namely, January 1 and July 1. If the exemption status of any member of our staff should be changed, a new tax exemption certificate, Form W-4, should be immediately filed in the Business Office with Miss Aileen Davis, Secretary to the Business Manager. Forms may be obtained from Miss Davis.

However, the regulation permitting changes in exemption status effective January 1 and July 1 do not relieve the taxpayer of the duty to file a new exemption certificate when required during the year where the number of exemptions decrease.

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LIBRARY PROCEDURE

I asked Miss Shubert for information concerning the notification of faculty whenever books they have ordered for the library arrive. She has sent me this memoranda:

1. A faculty member is notified when a particular book he has ordered is catalogued and ready for circulation.

2. If the faculty member has requested "a rush book", the book is catalogued rush and is usually ready for him within two days after arrival.

3. Faculty members are quite welcome to look over the newly arrived books on the shelves in the acquisition and catalog room.

4. If a faculty member wishes to check out books for a short time from these shelves in the acquisition and catalog room for their own use, they may do so by signing a card in the catalog department.

5. Books to be used on reserve or by classes must be catalogued before they are released.

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FACULTY NEWS

Dr. Chester F. Lay, President of the Southern Illinois Normal University, introduced the new members of the faculty on the regular Education Time broadcast from the campus over WJPF (1340 k.c.), Herrin, Illinois, Friday.

At that time seven new faculty members were presented: Dr. Eugene R. Fair, new dean of the College of Educa tion; Dr. Arthur John TerKeurst, dean of men; Dr. Monroe S. Carroll, visiting professor and consultant of the College of Vocations and Professions; Dr. Rothwell C. Stephens, professor of mathematics; Mrs. Dorothea Swan, assistant professor of art; Mr. Robert Allen, instructor; and Miss Helen Shuman, administrative assistant to the President.

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The faculty is asked to anticipate announcements or news items and have them in the Office of the President by Saturday morning. We should like news from all faculty members. Some members keep too quiet about their accomplishments.

* * *

Sincerely yours,

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 39
July 9, 1945

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Book Exhibit Week and Dinner for Bookmen and Superintendents

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Special Interest Lecture by Dr. Rothwell Stephens on "Playing with Numbers"

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Sacred Music Festival, Giant City State Park

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RECREATIONAL ACTIVITIES

The committee on recreational activities, headed by Dean TerKeurst, has submitted the following schedule for the

Week of July 8 - 14

Sunday, July 8	Folk Festival	Giant City Park Lodge	7:00 a.m.
Monday, July 9	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Tuesday, July 10	Book Exhibit	Old Gymnasium	12-4 p.m.
Wednesday, July 11	Superintendents & Principals	Little Theatre	2-4 p.m.
	Conference & Dinner	and Cafeteria	6:30 p.m.
Wednesday, July 11	Book Exhibit	Old Gymnasium	All Day
Thursday, July 12	Book Exhibit	Old Gymnasijm	8-12 a.m.
Thursday, July 12	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Thursday, July 12	Special Interest Lecture	Little Theatre	7:00 p.m.
Saturday, July 14	Chorus Rehearsal	Giant City Park Lodge	10:00 a.m.

Week of July 15 - 21

Sunday, July 15	Vesper Chorus	Giant City Park Lodge	7:00 p.m.
Monday, July 16	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Tuesday, July 17	Play Night	Old Football Field	7:00 p.m.
Wednesday, July 18	Music Recital	Little Theatre	8:00 p.m.
Thursday, July 19	Special Interest Lecture	Little Theatre	7:00 p.m.
Thursday, July 19	Twilight Baseball	Chautauqua St. Field	6:30 p.m.

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Please inform students of the events of the week!

PIANO RECITAL

Mrs. John E. McCaw is presenting Miss Virginia Miller in a piano recital Thursday evening, July 12, in the Little Theatre.

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SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 39
July 9, 1945

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Book Exhibit Week and Dinner for Bookmen and Superintendents

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Special Interest Lecture by Dr. Rothwell Stephens on "Playing with Numbers"

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Wednesday, July 11	Book Exhibit	Old Gymnasium	All Day
Thursday, July 12	Book Exhibit	Old Gymnasium	8-12 a.m.
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Week of July 15 - 21

Sunday, July 15	Vesper Chorus	Giant City Park Lodge	7:00 p.m.
Monday, July 16	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Tuesday, July 17	Play Night	Old Football Field	7:00 p.m.
Wednesday, July 18	Music Recital	Little Theatre	8:00 p.m.
Thursday, July 19	Special Interest Lecture	Little Theatre	7:00 p.m.
Thursday, July 19	Twilight Baseball	Chautauqua St. Field	6:30 p.m.

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Please inform students of the events of the week!

PIANO RECITAL

Mrs. John E. McCaw is presenting Miss Virginia Miller in a piano recital Thursday evening, July 12, in the Little Theatre.

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ART EXHIBIT

You will be interested in the following announcement sent us by Dr. Charles D. Tenney, Acting Head, Department of Art:

Beginning July 16, there will be an exhibit of Prints and Lithographs by modern artists in the Little Gallery, second floor, Main Building. The pictures are from the permanent collection of the University, and many of them are being shown for the first time. The exhibit has been arranged by Mrs. Dorothea Swan, Assistant Professor of Art.

* * * *

LECTURES - DEMONSTRATION OF GAMES

Will the faculty please inform their classes of the following notice sent in to the President's Office by Dr. Davies, Acting Head of the Women's Physical Education Department:

Miss Frances Phillips of the Women's Physical Education Department is giving a lecture-demonstration of games and activities suitable for elementary school children on Thursday, July 19, from 2:00 - 4:00 P. M. in the women's gymnasium. The demonstration is primarily being given for the Rural Workshop, but any other people who are interested may attend. The program will demonstrate schoolroom, playground, and quiet games suitable for elementary school children.

* * *

ANNOUNCEMENTS

As recorded in the supplement to the report of the Southern Illinois Normal University for May 10, 1945, the Teachers College Board has approved the following promotions in rank for the faculty; effective September 1, 1945:

1. To Associate Professor

   Helen A. Shuman
   Charles H. Stinson
   Floyd V. Wakeland

2. To Assistant Professor

   Gladys Winifred Babcock
   Harves C. Rahe
   Esther Marian Shubert

3. To Instructor

   William Freeburg

* * * * * *

THE BOOK EXHIBIT

Let me remind you again of the Annual Book Exhibit to be held in the Old Gymnasium for three days, July 10, 11, 12. In addition to the textbooks, there will be found maps, globes, films, and other types of educational supplies. Representatives of the book companies will be on hand to welcome you and to advise teachers in the use of these new materials.

Dean Fair tells me that in addition to the Book Exhibit, there will be on Wednesday afternoon at 2 o'clock in the Little Theatre a panel discussion on "Legislation, Federal and State, Affecting Education." Lester Grimm, of the I. E. A., and other well-known educators will participate.

Sincerely yours,

Chester F. Lay

Chester F. Lay

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 40
July 16, 1945

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Second Play Night of the First Summer Session

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Art Exhibit in the Art Gallery Monday, Tuesday, and Wednesday

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Student Music Recital by Joanne Trobaugh, harpist and
Lee Margaret Trobaugh, flutist

* *

Special Interest Lecture by Mrs. Mae T. Smith on
"Trials of Book-Writing."

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RECREATIONAL ACTIVITIES

The committee on recreational activities, headed by Dean TerKeurst, has submitted the following schedule for the

Week of July 15 - 21

Sunday, July 15	Vesper Chorus	Giant City Park Lodge	7:00 p.m.
Monday, July 16	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Tuesday, July 17	Play Night	Old Football Field	7:00 p.m.
Wednesday, July 18	Music Recital	Little Theatre	8:00 p.m.
Thursday, July 19	Special Interest Lecture by Mrs. Mae T. Smith on "Trials of Book-Writing."	Little Theatre	7:00 p.m.
Thursday, July 19	Twilight Baseball	Chautauqua St. Field	6:30 p.m.

Week of July 22 - 28

Monday, July 23	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Tuesday, July 24	Graduate Fish-fry	Giant City State Park	4:00 p.m.
Wednesday, July 25	Special Interest Lecture	Little Theatre	7:00 p.m.
Wednesday, July 25	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Thursday, July 26	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Friday, July 27	All-school Swimming Party	Crab Orchard Lake	3-6 p.m.

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Please inform students of the events of the week!

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NINTH ANNUAL CONFERENCE OF THE PARENT-TEACHER ASSOCIATION

The Ninth Annual Conference for the Parent-Teacher Association will be held at the Southern Illinois Normal University, Wednesday and Thursday, July 18 and 19. Mr. Dilla Hall, Acting Superintendent of Campus Laboratory Schools, is in charge.

Mrs. Melvin C. Lockard of Cobden, Illinois, will be the chief speaker; as State Chairman of Parent Education she has done outstanding work in the Association.

Topics to be covered in the conference include plans of organization, program making, health projects, and improvements of school and home conditions. Students and others interested are urged to take advantage of this conference.

On Thursday afternoon, July 19, at 2:00 o'clock, an informal discussion will be held in room 304 of the Allyn Building; this session will be open to all members of the P.T.A. in Carbondale.

Anyone wishing to have a special conference with Mrs. Lockard should contact Mr. D. Hall on the campus.

* * * * * *

CORRECTION ON LAST WEEK'S REPORT OF THE LOCAL COMMUNITY CANNERY

We wish to correct the report made in last week's Faculty Bulletin concerning the local Community Cannery. Plans for opening on July 10 failed to materialize.

Dr. C. H. Stinson announces, however, that the cannery is open for a limited amount of canning with two pressure cookers heated on gas plates. Patrons should get in touch with Mrs. Isaac Caldwell at 187X for appointments. The cannery will not be open for large scale service until a competent fireman can be employed. We hope that will be soon.

* * * * * *

SECOND PLAY NIGHT OF THE FIRST SUMMER SESSION

Tuesday night, at 7 o'clock, the Southern Illinois Normal University will sponsor the second Play Night of the First Summer Session on the old football field. Dr. Dorothy Davies, Associate Professor of Physical Education for Women and acting head of the department, is in charge.

Everyone in school is invited. All types of games will be available for those who like active ones and for those who like the less active ones. Girls will be on hand to teach any games that the participants do not know. These games will be played: badminton, croquet, deck tennis, horseshoe pitching, table tennis, volleyball, and goal-hi.

These Play Nights are traditional at Southern. The football field is equipped with over-head lights; thus the games may be continued after dark.

* * * * * *

AN ORCHESTRA CLINIC DEMONSTRATION

We believe the faculty will be interested in the summary of a letter sent out by the Music Department to the principals and music directors of 39 high schools of Southern Illinois. The Orchestra Clinic Demonstration will be the last of four "Musical" Weekends at Giant City State Park, sponsored by the Music Department of Southern Illinois Normal University.

Mr. Emerson Van Cleave, director of the orchestra at Southern Illinois Normal University, has arranged to have Mr. Gene Chenoweth, a former member of the Indianapolis Symphony Orchestra and an experienced conductor of orchestra and band clinics in the middle west, to spend July 28 and 29 at Giant City State Park with members of the University's summer school orchestra and 25 other young people to be selected from among young musicians nominated for this privilege by the Music Directors in Southern Illinois high schools. Names of interested students will be sent to Mr. Van Cleave. By playing and talking with Mr. Chenoweth, students will know better how to cope with problems and procedures in high schools.

* * * * * *

RECEIVING ROOM OPERATIONS

Mr. Miles sends us this interesting statement regarding our Receiving Room operations for the period July 1, 1944 to June 30, 1945.

SUMMARY STATEMENT OF INCOMING AND OUTGOING SHIPMENTS

	INCOMING	OUTGOING	TOTAL
S.I.N.U.:			
Freight	636	119	755
Express	370	500	870
Truck	844	000	844
Parcel Post	2450	000	2450
	4300	619	4919
FACULTY & EMPLOYEES:			
Freight	3	1	4
Express	193	13	206
Truck	118	4	122
Parcel Post	1531	000	1531
	1847	18	1863
ARMY AIR FORCE:			
Freight	4	1	5
Express	14	000	14
Truck	21	21	42
Parcel Post	11	000	11
	50	22	72
GRAND TOTAL (Number of pieces)	6195	659	6854

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STUDENT MUSIC RECITAL

A very outstanding recital will be given in the Little Theatre, Wednesday, July 18, at 8 o'clock. Two guest artists will appear in this recital: Lee Margaret Trobaugh, flutist, and Joanne Trobaugh, harpist.

Lee Margaret Trobaugh will attend Curtis Institute next year, where she has been awarded a full scholarship. She has been playing as first flutist in the Stephens College Symphony Orchestra, and two years ago was honored by the Delta Omicron Sorority as being the most outstanding musician at Interlochen.

Joanne Trobaugh, who is a senior in the Monticello Preparatory High School, is studying harp in St. Louis and is playing in the St. Louis Philharmonic Orchestra. Last year Joanne was honored by Delta Omicron Sorority as being the outstanding musician at Interlochen.

These guest artists will appear in solo numbers and ensembles.

Others appearing on the program will be Betto Mitchell, Eileen Tuttle, and June Phillips.

* * * * * *

FACULTY NEWS

Miss Hilda Stein went to Chicago, Saturday, July 14, where she attended the President's luncheon of the organizations that belonged to the Women's Council on Legislation.

Miss Madge Trout became Mrs. Ernest Sanders, Tuesday afternoon, July 3. She will continue her position as teacher of Social Studies in the Allyn Training School during the ensuing year.

Dr. C. H. Stinson announces that twenty farmers from Jackson County attended the University Farm Field Day on Wednesday, July 11, to make observations on the wheat variety test plots. Considerable interest was shown in this program.

Dr. Judson T. Landis has an article, "Special Problems of Research in Gerontology," in the June issue of the American Sociological Review.

Dr. Abbott, Dr. Carroll, Dr. Fair, Dr. Mayor, Miss Shank, and Miss Shuman have been appointed as a committee to consider problems arising in the scheduling of classes.

Miss Winifred Burns read before the Assembly on Tuesday morning, July 17, selections from "War Poetry of World War II."

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ANNOUNCEMENTS

The name of the College of Vocations has been changed to that of the College of Vocations and Professions by the approval of the Teachers College Board.

Only those announcements which have been stamped and approved in the President's Office may be placed on the Campus Bulletin Boards. The watchmen have been instructed to remove announcements which do not carry the red stamp.

FINAL EXAMINATION SCHEDULE

Miss Shank submits the following examination schedule for the final examinations to be held at the close of this session. So many students have two courses at each double period that it seems necessary to take two days for the examinations:

Thursday, August 2

8 o'clock classes - - - -	8:00 - 10:00
9 o'clock classes - - - -	10:00 - 12:00
10 o'clock classes - - - -	1:00 - 3:00

Friday, August 3

11 o'clock classes - - - -	8:00 - 10:00
12 o'clock classes - - - -	10:00 - 12:00
1 o'clock classes - - - -	1:00 - 3:00

Sincerely yours,

Chester F. Lay

Chester F. Lay

SOUTHERN ILLINOIS STATE NORMAL UNIVERSITY

E OF THE PRESIDENT

ume X, Number 40
July 17, 1945

July 16, 1945

y the heads of

All Faculty Members:

Because of the funeral of Mr. John Herbert
ys on Tuesday afternoon, July 17, the faculty meeting originall
heduled for then has been postponed to Wednesday afternoon,
ly 18. We will assemble in the Little Theatre at 2:00 o'clock
d will begin the official meeting at 2:30.

Chester F. Lay

Chester F. Lay

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r very earliest

convenience.

For legal and financial purposes, the certification of the faculty or employee supervisor is relied upon as to the accuracy of the number of hours indicated and of the work having been done to the supervisor's satisfaction.

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

SUPPLEMENT TO THE FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 40
July 17, 1945

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Effective July 1, This is to be the Plan for

STUDENT EMPLOYMENT

I. Applications for GENERAL STUDENT HELP shall be prepared by the heads of organizational units and shall be approved in sequence by

(1) the Dean of Men
(2) the Business Manager
(3) the Administrative Assistant to the President.

Forms may be obtained from the Dean of Men's Office.

II. Applications for INSTRUCTIONAL AND RESEARCH ASSISTANTSHIPS (that is assistants for classwork, laboratory work, and grading of papers) shall be prepared by the heads of organizational units and shall be approved in sequence by

(1) the Dean, if for the College of Education
(2) the Business Manager
(3) the Administrative Assistant to the President.

Forms may be obtained in the President's Office.

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1. Upon receiving the approved application, the head of the organizational unit may instruct the student to begin work at the salary designated.

2. Time sheets covering services rendered by students should be sent to the Business Office at the end of each month.

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There will be NEW application forms. Will all faculty members who are at present employing student help make out those NEW forms to replace the old? The reason for this request is that we wish all forms for the present fiscal year to be alike. Will you please make these NEW forms at your very earliest convenience.

For legal and financial purposes, the certification of the faculty or employee supervisor is relied upon as to the accuracy of the number of hours indicated and of the work having been done to the supervisor's satisfaction.

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

FACULTY BULLETIN

Office of the President
Chester F. Lay

Volume X, Number 41
July 23, 1945

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Fish-fry for Graduate Students at Giant City State Park

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Special Interest Lecture by Miss Hilda Stein on
"Birds of Southern Illinois"

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Orchestra Clinic at Giant City State Park

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All-school Swimming Party at Crab Orchard Lake

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RECREATIONAL ACTIVITIES

The committee on recreational activities, headed by Dean TerKeurst, has submitted the following shcedulo for the

Week of July 22 - 28

Monday, July 23	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Tuesday, July 24	Graduate Fish-fry	Giant City State Park	4:00 p.m.
Wednesday, July 25	Special Interest Lecture	Little Theatre	7:00 p.m.
Wednesday, July 25	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Thursday, July 26	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Firday, July 27	All-school Swimming Party	Crab Orchard Lake	3-6 p.m.
Saturday, July 28	Orchestra Clinic Demonstration	Giant City State Park	
Sunday,			

Week of July 29 - August 4

Sunday, July 29	Orchestra Clinic Demonstration	Giant City State Park	
Monday, July 30	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Wednesday, August 1	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Thursday, August 2	Final Examinations		
Friday, August 3	Twilight Baseball	Chautauqua St. Field	6:30 p.m.
Friday, August 3	Final Examinations		

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SPECIAL INTEREST LECTURE

Miss Hilda A. Stein, Associate Professor of Zoology, will give the Special Interest Lecture in the Little Theatre, Wednesday, July 25, at 7:00 p.m. She will speak on "Birds of Southern Illinois." Faculty and students are invited.

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ADMINISTRATION POLICY

I

Committee Meetings

According to accepted administrative policy, the President names committees and is an ex-officio member of all of them. Will you please send to the President's Office a written notice of the time and place of committee meetings. This request is made for two reasons: (1) that this is a matter of orderly procedure, and (2) it may be that I should like either to attend myself or to designate someone to represent me. Also, I may want to call your attention to additional matters which need the consideration of the committee.

II

Student Employment

The new forms for General Student Employment will be ready in the next few days. On these forms there is a statement reading,"For the period beginning _____ 194__ and ending _____ 194__ to work ____ hours per month." I should like to emphasize the importance of this part of the application blank by calling your attention to the following:

It should be clear that

(1) the student is to continue during satisfactory service only, and in consequence, the date marked "ending _____,194__" really means not later than the date so indicated. Since employment is a function of the Head of the institution, the discontinuance of employment must likewise be legally handled by the President's Office. It is unlikely that it will ever be necessary for this Office to take the initiative in such matters; and consequently, the representative of each organizational unit who had put his signature on the application form approving the student's application should understand his responsibility to promptly report unsatisfactory service by a student to the Office of the President, attention of Miss Helen Shuman.

(2) likewise, all concerned should understand that footnote 1 (on the application for employment)means that since there can be no legal obligation incurred to the student until after he has been actually employed as indicated by approval of the President or the Administrative Assistant to the President, the sponsoring staff member is not authorized to start the student at work until such staff member has received from the President's Office a copy of the application indicating that employment has been authorized. Since heretofore, many staff members have started students to work before they were legally employed, it should be particularly noted that possible injustice, in case the application is later rejected, with accompanying embarassment to both administration and the staff member are all to be avoided and must be avoided under this plan by not starting any student to work until after receiving the signed authorization for employment from the President or the Administrative Assistant.

(3) in time a careful study is to be made covering the nature of the work needed to be done at Southern and its classification into types of work to receive similar hourly rates so that these hourly rates will be decided from the recommendations submitted by the Dean of Men. Likewise, the hours per month

are subject to the judgment of the Student Life Deans to prevent injury to the students' health or their school work. The present general understanding is that not more than 100 hours per month may be done by any student without special authorization approved by the Student Life Deans and the Administrative Assistant. The assignment of a student as indicated on any particular application is subject to revocation in case the need by the faculty or staff member or organizational unit is judged to have ceased or to be substantially diminished. The total sum recommended for student help for subject matter departments and other organizational units may be increased (or decreased) only for very substantial reasons which will be stated in writing unless the oral method of representation is permitted by the Office of the President.

III

REQUESTS FOR ABSENCE

Will faculty members please make their requests for absence from the campus as many days as possible before the day the absence is desired. If the request is placed on Miss Shuman's desk only a day or two immediately preceding the request, it does not allow adequate time for her to refer it to me if she has any question about giving the permission. The faculty, of course, will not leave the campus without first ascertaining that the request is approved. If the reason for being off campus is not definitely related to school activities, please make an adequate explanation on the back of the card or explain the situation to Miss Shuman orally. Naturally, emergency situations will sometimes arise.

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GRADUATE ASSISTANTSHIPS

The following will be released to newspapers in Southern Illinois Tuesday, July 24:

The Southern Illinois Normal University will offer graduate assistantships for the first time beginning the Fall Term of 1945, according to an announcement by President Chester F. Lay before the assembly last Tuesday, July 17.

These new assistantships will be open to graduates of any college who are looking forward to a Master's Degree. The assistantships will be awarded according to the scholarship of the applicant and to the type of work that interests him.

Normally the assistant will receive credit for as much as three-fourths of a full academic load. The remuneration for the work done as a faculty assistant on the graduate level will be more than that given to undergraduates. The assistant will be able to receive as much as $750 for ten months; this stipend is equal to, or higher than, graduate assistantships offered by the larger universities in this country.

The student's academic record should be high to enable him to qualify for this type of assistantship. The work will consist of such services as assisting faculty members conducting research projects, teaching, laboratory work, and special library service. In this new-type assistantship a student not only supports himself but also engages actually in work activities that relate to his studies and that advance him educationally.

Students who believe that they might qualify for graduate assistantships should communicate with Miss Helen Shuman, Administrative Assistant to President Lay, or with Dr. Willis G. Swartz, Chairman of the Graduate Committee at Southern.

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FACULTY NEWS

Dr. Walter B. Welch of Southern's Department of Botany is to be congratulated on the recognition he received last week from The American Association for the Advancement of Science. The letter sent him reads as follows:

"It gives me pleasure to notify you that, upon recommendation of the section, G Botanical,with which you are affiliated, the Council by unanimous vote elected you a Fellow of the Association. As a permanent record of the action of the Council, I am enclosing for you a formal official certificate of your election. The action of the Council in electing you a Fellow of the Association is in recognition of your standing as a scientist. I know that this expression of approval by your fellow scientists will only inspire in you greater efforts in behalf of science and of our civilization."

The letter was signed by Mr. F. R. Moulton, Secretary of the association.

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It gives me great pleasure to announce the addition to the faculty of the English Department during the second summer term of Dr. Robert Campbell of Hendrix College, Department of English, Conway, Arkansas. He will teach a course entitled, "The Poet as Artist."

I asked for biographical data. I quote the following from his letter to me:

"I received my A. B. from Central College, Missouri, in 1914. After three years of teaching in a Missouri high school I joined the army and spent 16 months overseas as an anesthetist in the First Evacuation Hospital. Returning to the states, I began my graduate work at the University of Chicago, from which I received my Masters in 1920. In the fall of that year I came to Hendrix, which has been my permanent location ever since. In 1926, after receiving my doctorate at Chicago, I was made head of the Department of English at Hendrix, and three years ago I became vice-president of the college.

"After finishing my graduate work I returned to Chicago for three summers to teach Chaucer to graduate students and to work with Mr. Manly and Miss Rickert on their monumental edition of the Canterbury Tales. During other summers I have taught at the University of Arkansas and at Peabody College. For five years I was one of the faculty visitors for the Arts Program of the Association of American Colleges. My visits have taken me from Texas to the Canadian border and from Kentucky to Florida. On those visits I was trying to stress the connection between the arts and every-day life.

When I am not teaching literature to college students, I prefer to be on my mountain farm."

Some of you will soon be off campus on vacation — Why not, before you go, call to the attention of Miss Shuman or myself, any suggestion you have for a better school year in 45/46?

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